



# Stockbridge-Munsee Community

Department of Human Resources  
PO Box 70  
Bowler, WI 54416

Telephone: (715)793-4375  
FAX: (715)253-2432  
Email: bev.miller@mohican-nsn.gov

## REVISED POSITION DESCRIPTION

**POSITION:** Aging & Disabled Services Area Manager

**LOCATION:** Senior Services Office

**SALARY:** \$26.38

Reports to: Tribal Administrator      Department/Office: Aging & Disabled Services      Division: Tribal Administration

**POSTING DATE:** 9-20-22

**CLOSING DATE:** 9-27-22

**PAY GRADE:** 7

**GENERAL RESPONSIBILITIES:** The Aging & Disabled Services Senior Manager position is responsible to directly manage the Medical Transport Office and VITA Program. Additionally, this position is responsible for the direct supervision of the, Med Transport Staff, VITA Coordinator, Elderly Services Manager, and Family & Elders Social Worker. Coordinate appropriate utilization of staff to achieve maximum service delivery and career growth of team members. Develop collaborative working relationships with community groups, inter-tribal staff, and other programs for the efficient and effective delivery of services, eliminate gaps in services and reduce duplication of offered services.

## STANDARD QUALIFICATIONS:

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights, and holidays
5. Must obtain and maintain Elder/Youth License as stated on job description.
6. Must be COVID 19 fully vaccinated and remain up to date with required doses.

## DUTIES:

1. Will be responsible for the development and execution of Tribal approved program mission statements, goals, and objectives. Assisting designated managers in their development and execution of program mission statements, goals, and objectives.
2. Assist with the development of designated offices short- and long-term strategic planning and program implementation, taking the lead with the Medical Transport Office and coordinating all elderly and disabled services to meet target population needs.
3. Will complete all designated reports to all funding sources or ensure designated managers complete all necessary reports to all funding sources. In addition will be responsible for community committee reports and presentations.
4. Responsible in development and monitoring of designated program budgets, taking the lead for the office of Medical Transport.



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5. Maintain and develop funds essential for programs which may include collaborative research with managers and the Grant Writer to apply for funding through federal, state, local, private, and nonprofit grant sources.
6. Monitor Marketing efforts for all designated offices' services.
7. Will analyze end user's satisfaction with the services being provided and ensure staff is delivering services in a method that maintains the client's dignity.
8. Responsible for the overall implementation and monitoring of State, Federal and Tribal Program contracts and grants for designated offices; taking the lead of creating a comprehensive elderly and disabled service program.
9. Direct and manage the activities of the designated staff, including internal training, monitoring, professional certificate requirements, and evaluations of staff performance to ensure delivery of quality confidential services.
10. Develop designated department data base and data collection forms with IT staff for grant and long-term planning.
11. Must maintain a working knowledge of programs, state, and federal regulations and guidelines.
12. Responsible for second party reviews (if applicable).
13. Must maintain an acceptable departmental attendance record.
14. Must be reliable and prompt when reporting to work.
15. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
16. May be required to satisfactorily complete and exam or other testing requirement(s) to determine skill proficiency.
17. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
18. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based upon organizational needs and/or deemed necessary by the supervisor.

## **QUALIFICATIONS:**

1. Prefer Bachelor's degree in human services, social services, or public administration with a comparable combination or related work experience in aging and disabled services program. Post-secondary education must be documented with transcripts. May qualify with an Associate Degree in human or social services and five years working experience which includes experience at a manager level in an aging and disabled services field, supervision of employees, budgeting/accounting experience, communication both oral and written



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2. Five years direct work experience in development and managing aging and disabled programs, including client assessment and needs identification, quality programming assurance development, marketing, and funding resources submissions.
3. Must be experienced in budget development and monitoring
4. Two years' experience in contract and grants administration and application required.
5. Must be able to plan, conduct and participate in meetings effectively including oral and electronic media.
6. Possess a thorough knowledge of Stockbridge-Munsee history; or be able to obtain within six months of employment.
7. Must demonstrate high proficiency in Microsoft Office applications (Word, Excel, Power Point, Outlook, Access, and Windows XP including file management and Internet Explore).
8. Must have proficient typing skills and become proficient with the CARES computer system.
9. Adobe Acrobat Pro experience preferred.
10. Must have experience in policies, procedures, and regulations related to elderly and disabled services.
11. Must be mature and objective, accepting client situations and problems ensuring delivery of services maintains the client's dignity.
12. Must obtain and maintain coverage under the employer's Employee Dishonesty policy.
13. Must submit and pass a background security check to meet the Elder/Youth License Requirement as it pertains to the position and location of the department prior to and during employment with the Stockbridge-Munsee Community.
14. Must be willing to attend all applicable training.
15. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during the course of employment.
16. Must be eligible for coverage under the employer's liability insurance.
17. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
18. Must be able to meet physical requirement of position.
19. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the



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eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.

20. Must abide by departmental and organizational safety, testing, and uniform guidelines.

## PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

## SUBMIT APPLICATION TO:

Human Resource Department  
P.O Box 70  
W12635 Cty A  
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER.  
CANDIDATES MUST PASS DRUG SCREEN  
AND REMAIN DRUG FREE.

**The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Employee Preference Policy Ordinance as permitted under federal law. Due to broad federal funding and the co-mingling of fiscal resources, all tribal government operations jobs are treated as federally-funded for the purposes of the Employee Preference Policy Ordinance unless specifically identified as not federally-funded.**

**Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.**

Revised Position:

Tribal Council Approved: 05/04/2021

Apply online at: [www.mohican-nsn.gov](http://www.mohican-nsn.gov)



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