



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

POSITION DESCRIPTION

POSITION: Lead CBRF Attendant

LOCATION: Ella Besaw CBRF

SALARY: \$15.00

\$16.50 with CNA

\$2.00 extra per hour as lead.

2nd & 3rd Shift Pay Differentials

Negotiable with experience.

Reports to: Ella Besaw Manager

POSTING DATE: 10-6-22

CLOSING DATE: 10-13-22

PAY GRADE: 3

Department: S/M Health & Wellness

Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a provide a positive team environment where everyone contributes.

GENERAL RESPONSIBILITY:

To provide on-site supervision of residents of the Ella Besaw (EBC)Community Based Residential Facility (CBRF). This includes, but is not limited to; meal preparation, social interaction, companionship, general assistance and support, attention to personal hygiene, comfort and other physical, medical, and/or emotional needs. The lead attendant will be responsible for relaying all needs of the residents and the center to the manager and/or assistant manager, and will assist the management with maintaining the highest level of care. Continuation of this position is contingent upon funding allocations.

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 to fill-in when CNA or care attendant cannot report to work
2. Assist residents with personal comfort, grooming, and personal hygiene when needed or per the plan of care.
3. Assist elders in activities of daily living; encourage appropriate self-care and independence.
4. Provide a safe environment by minimizing health and safety risks for residents throughout the entire building and especially in the resident's personal (living) room.
5. Administer all physician ordered special care, example; skin care, bathing techniques.



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

6. Assist resident with transfer to chairs or beds as needed.
7. Accompany resident to out of facility appointments and recreational activities.
8. Assist the manager with scheduling, purchase orders, and grocery shopping.
9. Will be on call in the Managers absence and will give other staff direction.
10. Collect specimens as ordered by physicians: urine sample only.
11. Immediately report to CBRF Manager or Community Health Nurse any special or emergency needs of the resident.
 - a. Provide appropriate care as needed.
 - b. Document in the resident's plan of care.
12. Perform various tasks as instructed. Example; taking vital signs, recording them, and reporting them to the proper authority as instructed.
13. To ensure accurate record keeping of all services, document in the resident's chart; the resident's progress, significant changes in behavior, and other occurrences or issues.
14. Clean and maintain the resident's personal living room and bathroom.
15. Answer phone and relay messages to proper resident, employee, or other contact.
16. Provide social interaction with residents and encourage and assist them with participation in social activities.
17. Provide a home-like atmosphere for all residents.
18. Required to assist residents in emergencies; fire, tornado, etc. and during drills.
19. Required to call the appropriate department in cases of emergencies; (911, EMTs, Fire Dept. & Center Manager)
20. As needed, may be expected to prepare meals, serve meals, assist in clean up after meals and provide snacks. Also follow physician's orders for diet restrictions/modifications.
21. Administer authorized medications and/or treatments to residents under the supervision of the Nurse Manager
22. Grocery shop for the CBRF when necessary.
23. Perform various housekeeping duties such as but not limited to;
 1. Keep the linen/utility room clean and organized.
 2. Keep the laundry facility in order and organized.
24. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
25. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
26. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
27. Must be willing to attend all applicable training. 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 on organizational needs and/or deemed necessary by the supervisor.



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

Qualifications:

1. Prefer one (1) year or more can/home health aid work experience.
2. Knowledge or familiar with the culture and history of Stockbridge-Munsee Community.
3. Must be a current employee at the Ella Besaw Center.
4. High School Diploma or GED required.
5. Must be a Certified Nursing Assistant (CNA) on the Wisconsin Nurses Aide Registry or Home Health Aide Certified or the ability to obtain within nine (9) months of employment.
6. Must maintain CPR and Red Cross First Aid Certification during employment.
7. Age 18 years or older.
8. Telephone or cell phone required for emergency contact to fill-in when understaffed or emergency occurs.
9. Ability to exercise independent judgment and work independently.
10. Ability to operate various types of medical equipment as required.
11. Ability to be compassionate and caring.
12. Ability to communicate efficiently and effectively both verbally and in writing.
13. Ability and experience in establishing and maintaining a good working relationship with individuals of varying social and cultural backgrounds.
14. Must be sensitive to the special needs of the elderly.
15. Must prove satisfactory working record in past or current employment.
16. Must pass a pre-employment drug screening and adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
17. 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 eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
18. Must complete fifty-six (56) hours of required training within ninety (90) days of employment. Subjects include but are not limited to; Standard Precautions/Communicable Disease/Infection Control, Medications, Red Cross First Aid, Food Service Training, Fire Safety, Client Specific training.
19. Must maintain an acceptable departmental attendance record.
20. Must be reliable and prompt when reporting to work.
21. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
22. 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.
23. Must be eligible for coverage under the employer's liability insurance.



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

24. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
25. Must be able to meet physical requirements of position.
26. Must abide by departmental and organizational safety, testing, and uniform guidelines.

REQUIREMENTS/WORK ENVIRONMENT:

Special Requirements

1. Available for evening and/or weekend hours when necessary.
2. Extended hours and irregular shifts may be required especially in situations that cannot be avoided. Examples are, but not limited to; severe weather or an employee emergency.

Physical Requirements

1. Frequently walk, stand, bend, lift, reach, talk, hear, and use hands to feel, handle, etc.
2. Occasionally stoop, kneel, crouch, or crawl.
3. Ability to lift and/or move up to forty (40#) pounds.

Other Requirements

1. Pre-employment physical required.
2. A Tuberculosis (TB) screening or skin test is required within thirty (30) days of employment and annually thereafter.

Work Environment

Work is performed in a community based residential facility with a home setting and moderate noise. Employees may be exposed to unpleasant odors, hazardous materials and infectious diseases. Situations may occur where gloves and/or masks are required to be worn.

ITEMS TO BE SUBMITTED:

1. Must provide a copy of diploma, license, degree or certification upon employment

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

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.

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.



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

New Position:
Revised Position: 08/17/10
Last Revised: 02/02/01
Approved: 10-1-14

Tribal Council Approved: 09/07/10
Tribal Council Approved: 06/20/00
Tribal Council Approved: 03/05/01

Apply online at: www.mohican-nsn.gov