



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

Job Title:	QSP Coordinator	Open Date:	November 15, 2022
SLT Program:	Okiciyapi QSP Agency	Close Date:	November 29, 2022

Position Objective: To identify and coordinate Long-term Services and Supports (LTSS) for the elderly and disabled individuals residing on the Spirit Lake Nation and the surrounding communities and to assist the Okiciyapi QSP Agency Manager with programmatic duties.

Major Duties & Responsibilities:

- Understand and assist with implementation of project activities the direct supervision of the Okiciyapi QSP Agency Manager.
- Prepare documentation templates based on approved client authorizations or the needs of private-pay clients
- Prepare and coordinate schedules for Okiciyapi QSP Caregivers and clients and assist with supervising the QSP Caregivers, under the direction of QSP Agency Manager.
- Review Okiciyapi QSP Caregivers' daily timesheets for accuracy and consistency with EVV
- Communicate and collaborate with Okiciyapi QSP staff and local LTSS service providers to address the needs of elders and individuals with disabilities and provide regular follow-up to review progress, delays, or challenges
- Actively participate in local service provider interdisciplinary team meetings and coordinate with other LTSS resources for home visits
- Document each meeting/visit with elders share information from meetings/visits with supervisor
- Maintain a telephone log of calls with requests, phone numbers and follow-up information and coordinate with supervisor for follow-up
- Report urgent information or change in circumstance in clients' condition or environment to QSP Agency Manager as soon as possible
- Attend and complete mandatory trainings for CPR, Native Elder Caregiving Curriculum, and HIPAA training, as well as other training opportunities as assigned by supervisor
- Become familiar and knowledgeable with the processes and procedures for Medicaid eligibility in ND for long-term services and supports
- Respect client confidentiality in all situations. Client information may only be shared with authorized staff
- Express a positive attitude toward clients, families, staff, and the general public
- Serve as a backup QSP Caregiver or driver, when needed.
- Perform other duties as assigned

Knowledge, Skills, Competencies:

- Knowledge & respect for communities, culture, and traditions of Spirit Lake Tribe and Dakota Culture
- Strong knowledge of health programs and elder health issues
- Strong verbal and written communication skills
- Strong commitment to teamwork and interpersonal communication with other SLN Senior Services staff, clients, families, and other service providers
- Strong organizational skills, including competency in documentation skills and responsibility maintaining accurate records
- Strong knowledge in physical and social assessment skills, especially for the elder population
- Knowledge of health care system and reimbursement programs, especially Medicaid services
- Strong technical skills in operating Microsoft Office programs
- Knowledge of Tribal policies and procedures

Qualifications, Experience, and education required:

- Bachelor’s degree level or higher, preferably with business and health care experience required
- Current CNA license (ability to obtain w/in 6 months) required
- Previous CNA experience preferred
- Reliable transportation
- Valid driver’s license, vehicle insurance and registration
- Must submit a pre-employment drug testing and will be subject to random testing

Job Role:	Okiciyapi QSP Agency Coordinator	Department:	Spirit Lake Tribe
Exempt/Non-exempt:	Non-exempt		
Employment Status:	Full-time	Supervision:	Reports to Okiciyapi QSP Agency Manager
Monthly Salary Range:	DOQ	Manages Others:	Yes
Number of Vacancies:	1		

Please Send Application to:

Name:	Spirit Lake Human Resource Dept.	Email:	kdemarce@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0635	Fax:	701-766-1272

Application Procedure Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver’s license/Names, addresses, phone numbers and permission to contact

	<p>three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.</p>
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