

Elders Program Coordinator #2020-28 (Stroud) Develops and administers a comprehensive activity program to meet the needs, interests, and capability of the Indian elder population within the SFN jurisdiction. Assesses and documents abilities and needs and records elder's participation so this can be analyzed in relation to needs and interests. Attends conferences and other appropriate meetings as necessary. Confers with families in regarding interests, needs, and limitations, as well as the availability of resources. Assures that all activities conform to the criteria of federal, state, and Tribal requirements. Schedules and coordinates miscellaneous social programs for all elders (i.e. educational programs, entertainment programs, special events, games, group programs, spiritual services, etc.) Compiles a monthly program calendar, duplicates and distributes to appropriate recipients. Coordinates programs with other departments of the Nation and interfaces with all appropriate Nation components. Responsible for knowing guidelines of the Title VI program grants and budget. Prepares and maintains Title VI program budgets to be reviewed by Director and assists Director with timely reporting. Responsible for supervising kitchen staff, meal delivery drivers, chore workers, and respite care workers. Identifies available resources for Indian elders within the SFN jurisdiction. Compiles and maintains a Senior Citizens' Directory. Designs community specific service delivery plans utilizing the directories compiled. Implements and monitors the nutrition services for the elderly. Assists in cooking, prepping, and meal delivery when needed. High school diploma or GED. Three years' experience in administration. Must have knowledge of Title VI program. Must have basic computer knowledge: Excel, Word, spreadsheets, email, etc. Must have excellent supervisory skills and good oral and written communication skills. Must have a valid Oklahoma Driver's License and be insurable.