

Elders Program Coordinator #2018-20 (Stroud) Develops and administers a comprehensive activity program to meet the needs, interests, and capability of the Indian elder population within the SFN jurisdiction. Assumes the responsibility to develop and administer a well-rounded elder social program schedule. 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. Plans, implements and documents the elder program, as needed. Reports on a regular basis to immediate supervisor. 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. Identifies service providers for nutritional services purchases. Develops and implements agreements for the purpose of nutritional services. Implements and monitors the nutrition services for the elderly. High school diploma or GED. 3 years' experience in administration. Must have work experience with Title VI program.