

Position: Elders Program Coordinator
Department: Social Services
Supervisor: Social Services Director
Supervises: No one
FLSA Status: Non-Exempt

Position Summary:

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.

Duties and Responsibilities:

- Designs and develops recreation and leisure programs to meet the assessed needs, interests, and capabilities of the Indian elders. Assesses and documents abilities and needs and records elders 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.
- Plans, implements and documents of 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.
- Coordinates Ombudsman services with the Nation's Community Health Services Program. Compiles and disseminates elders program transportation plan. Provides transportation in accordance with transportation plan.
- Performs other duties as assigned by Supervisor.

Knowledge, Skills, and Abilities:

- Skills in communicating with senior citizens.
- Knowledge of federal, state, and local programs for senior citizens, desirable.
- Must have work experience or training in the Title VI program.
- Ability to type a minimum of 55 wpm and basic computer skills.
- Possess valid State operators' license and be insurable.

Education and Experience:

- High school diploma or GED equivalent.
- Three (3) years experience in administration.

Physical Demands

- Majority of work is performed indoors
- Regularly required to sit, talk, or hear.
- Frequently required to use hands to touch/handle equipment, or reach with hands and arms.
- Occasionally required to stand and walk.
- Occasionally lift and/or move up to 40 pounds.

Employee's Signature

Date

Supervisor's Signature

Date