

*****JOB ANNOUNCEMENT*****

TITLE: ELDER'S PROGRAM DIRECTOR
SALARY: DEPENDING ON EXPERIENCE
DATE OPEN: November 9, 2020
DATE CLOSED: November 23, 2020

DEFINITION:

Under the direct supervision of the Administrator, Director is responsible for the daily operation of the Senior Center, meals, and activities programs.

DUTIES AND RESPONSIBILITIES:

- Supervise the Cook and Cook's Assistant/Van Driver on a daily basis.
- Provide the Cook with nutritionally sound menus served in the prescribed quantities for the age group of people being served.
- Obtaining certification of all homebound for meal delivery services and other support services that may be required.
- Obtain certified food manager training to operate and oversee a food establishment within tribal communities as required for food service operations.
- Provide referral services for medical services, social security benefits, physical exercise programs, nutritional information, and other subjects as identified through networking with other Indian programs and State and local programs
- Provide health awareness programs at the center on all health issues related to the elderly.
- Provide recreational and social opportunities to elders at the Center weekly and to generate interest and participation by the elders.
- Provide mental stimulation in the culture by arranging transportation for elders to travel to pow-wows, gatherings, other cultural functions and site seeing.
- Complete all reports and paperwork generated as a result to the Elder's Program Grant

- and for providing the reports to the Tribal Administrator for timely submission.
- Responsible for seeking other sources of funds for the Elder's program including fundraising, donations, and other grants that may become available.
 - Other duties that may be identified relating directly to the program.

QUALIFICATIONS:

- Must have high school diploma and/or equivalent.
- Must have ability to read, be able to understand and interpret Federal/State and local regulations and understanding of federal cost and audit standards. Must be able to correctly interpret existing policies of the Elko Band Council including but not limited to Personnel Policy, Records Retention Policy and other policies that may be adopted.
- Must be able to communicate well with the elderly and have good command of the written and oral English language. Shoshone fluency is a plus but not required.
- **Must provide a valid Nevada Driver's License.**
- Must have a clean driving record for a minimum of three (3) years and no DUI's.
- **Must provide current DMV record printout.**
- Should possess or be able to qualify for CPR and Advance First Aid Certification.

INDIAN PREFERENCE:

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). Preference will be given to qualified Elko Band Enrolled members first, in accordance with the Elko Band Personnel Policy. However, the Elko Band Council is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of the Section 703 (1) of the Title VII of the Civil Rights Act of 1964, as amended in 1991.

APPLICATIONS:

Applications may be obtained from Elko Band Administration Office located at 1745 Silver Eagle Dr. Elko, NV 89801. Any questions regarding job openings or the application process contact Elko Band HR by calling (775)-738-8889.

Any Incomplete applications will be denied. You must submit a copy of valid driver's license and driving record with your application or it will be considered incomplete.