

JOB ANNOUNCEMENT

Position: **Senior Citizens' Center Coordinator**

Salary: **\$18.33 per hour (Grade-17/Step-02)**

Program: **Division of Aging**

Supervisor: **Tribal Administrator**

Administration: **Tribal Programs**

Classification: **Non-Exempt**

Location: **Owyhee, Nevada**

OPENS: January 27, 2022 CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

SPECIAL CONSIDERATION: This position is subject to random drug testing and a background check as a condition of employment. This individual has access to sensitive Tribal and personal data. Additionally, this person periodically operates a Tribal vehicle (Unless expected under the provisions of the American Disabilities Act) and comes into regular contact with seniors and children.

JOB SUMMARY:

Under the direct supervision of the Tribal Administrator, the incumbent will be responsible for coordinating and implementing plans to achieve project goals and objectives and will assist the Project Council in implementing Senior Citizen Program activities and events.

SPECIFIC DUTIES:

1. Supervise staff consisting of: drivers, volunteers and Tribal Work Experience persons on a regular daily basis.
2. Assures Senior Center Program Activities and expenditures are in grant compliance.
3. Keeps records on program expenditures that include food, inventory, home delivery and vehicle costs.
4. Prepares all necessary reports to various federal funding agencies, including re-contracting proposals and budget modifications on a regular basis.
5. Operates the program in compliance within the requirements and regulations of the federal agency providing funding.
6. Prepares correspondence on various matters relating to the elderly and program needs.
7. Must submit frequent written and verbal reports to the immediate supervisor, and/or Business Council concerning program issues and activities.
8. Performs other related work as required or may be assigned other duties by immediate supervisor.

MINIMUM QUALIFICATIONS: (Please attach proof of required qualifications to your application)

1. Two years of documented education from a college or university. Associates Degree and/or business courses are preferred. (Program Management experience and supervision may be substituted for education on a year for year basis).
2. Must be familiar working with budgets. (Budget experience is preferred)
3. Grant management knowledge will be preferred.
4. Ability to communicate effectively both orally and in written form.

5. Preference in speaking Shoshone-Paiute language in order to effectively communicate with the elders/Senior Citizens of the Duck Valley Community.
6. Must be willing to work with the elders of the Tribe, patience and a pleasant attitude are a requirement.
7. Must have a valid Idaho or Nevada State Driver's License.

Supervisory Controls:

The position is under the supervision of the OCHF Administrative Officer. Incumbent will perform duties with minimal supervision requiring the employee to exercise good judgment and decision-making skills.

Guidelines:

The incumbent will perform the duties under the guidelines set forth by the Division of Aging grant, Respite care grant and the Shoshone-Paiute Tribes employee handbook. Other guidelines may be in effect as needed such as state and federal guidelines.

Complexity:

Complexity of the position is moderate. However, the incumbent will be required to make decisions regarding personnel, budgets and grants. Reporting requirements are standard and ongoing.

Scope & Effect:

The incumbent will be required to perform all the duties outlined in the respective job description and applicable grants. The incumbent will be considered a coordinator of activities assisting the Project Council in administering their annual and monthly activities. The effect will be compliance with all requirements set forth by the Tribes.

Personal Contacts:

Personal contacts will be with the Senior Citizens Project Council, staff, congregate, immediate supervisor, SPT staff and the Business Council as needed and grant representatives.

Purpose of Contacts:

The purpose of contacts is to ensure the activities are being administered in accordance with applicable guidelines.

Physical Demands:

Incumbent will be responsible for some small item lifting, walking, driving and sitting.

Work Environment:

The work environment will be mostly office setting within an environment of a local social community building.