



Job Title: Elders Program Manager
Department: Community Services
Reports to: Community Services Director
FLSA Status: Non-Exempt
Salary Grade: \$31.39 - \$43.95
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Community Services Director, the Elders Program Manager will be responsible to ensure that the needs of tribal elders are met.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides direct supervision of the Elders Coordinator and is responsible for oversight of the Elders program.
2. Responsible for planning, scheduling, and assigning work, establishing guidelines and performance expectations, providing feedback, and evaluating performance. Provide advice, counsel, and/or instruction and recommend disciplinary measures as necessary.
3. Organize, plan, implement, and evaluate the elder programs, events, and activities designed to enhance the lives of Elders. Be able to make sound recommendations and improvements to the supervisor.
4. Prepare and manage grants, budgets, and financial reporting. This position
5. Analyze financial reports, create metrics to determine success and report on the programs to the supervisor and Elder's Advisory committee.
6. Advocate for elders by providing health and social service navigation, resource assistance, and support services to tribal elders, families, and caregivers.
7. Manage and coordinate individual elder care assessments to determine Elders care needs in person as appropriate. Coordinate annual, or sooner if necessary, assessment with the Elders Coordinator or Nurse Case Manager.
8. Oversee the Title VI Elders Nutrition Program including planning nutritious meals in accordance with the program requirements. Manage or assist in shopping for groceries and deliver meals, as necessary. Develop a much more robust frozen meal or a hot meal program for elders under the Title VI program.
9. Develop innovative programs and social activities to meet the assessed needs, interests, and capabilities of the Tribal elders.
10. Coordinate calling and checking both in person and through phone calls to all elders, especially those who are isolated or ill on a regular basis.
11. Research and collaborate with Nurse Case Managers on health topics to provide educational materials to elders through newsletters, tribal events or by mail.
12. Manage and assist elders with scheduling appointments and providing transportation.
13. Manage the delivery of food, medications, and supplies to ill and vulnerable elders.

14. Foster relationships with community agencies provide elderly services so staff can be a valuable resource.
15. Make sure all elder reimbursements are reimbursed in a timely manner.
16. Other duties, as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands, and/or fingers, often requires sitting, walking, and standing for extended periods of time at events, raising or lowering objects, and occasionally requires lifting up to 50 pounds. Requires occasional standing and walking during non-event work, stooping, kneeling, crouching, or crawling. Work is performed in an office setting and occasionally outdoors. Occasional evening and weekend work are required. Work involves occasional exposure to excessive noise, high risk/dangerous situations, infectious disease, dust, fumes, and allergens. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. The ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Knowledge of regulations on the confidentiality of medical records (HIPAA).
4. Ability to maintain CPR and First Aid Certification.
5. Ability to make decisions independently in accordance with established policy and procedures.
6. Ability to exercise excellent organization, time management, analytical and critical thinking skills.
7. Possess awareness and sensitivity of Indian traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
8. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
9. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
10. Ability to work with mathematical concepts such as basic arithmetic.
11. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.

QUALIFICATIONS

1. Associate's degree in human services or closely related field and 2 years of supervisory experience in a similar work environment is required. A combination of education and work experience may be considered.

2. Professional work experience in a substantially similar position organizing group activities and social service type programs required.
3. Experience planning and coordinating events and activities required.
4. Experience in grant writing and reporting and developing and evaluating new and existing programs preferred.
5. Experience with Title VI programs preferred.
6. Knowledge of, and experience with, the Coquille Indian Tribe preferred.
7. Experience with the delivery of health and social services in Native American communities is preferred.
8. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.
9. First Aid/CPR Certification or ability to obtain within first 90 days of employment.
10. Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.