



Job Title: Elder and Family Services Director
Office: Office of Programs and Services
Department: Elder and Family Services
Reports to: Executive Director of Program and Services
FLSA Status: Exempt
Hiring Range: \$92,705.60 - \$115,876.80
Location: Coos Bay

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.

JOB SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Executive Director of Programs and Services, this position assists in planning, developing, and directing the Coquille Indian Tribe's Elder and Family Services Department programs to support the health, well-being, enrichment, and self-determination of Tribal members and their families.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides leadership, supervision and oversight to all staff in the Elder and Family Services department. Increases management effectiveness by hiring, orienting, and training staff; planning, scheduling, and assigning work; establishing guidelines and performance expectations; developing SOP's; providing feedback and evaluating performance. Provides advice, counsel, and/or instruction to staff and managers as necessary.
2. Develops, implements, and expands critical supportive services and programs to Tribal members and families. Ensure efficiency and timeliness of service as the number of members served expands.
3. Prepares and presents reports on the status, activities, and plans for current and future operations of Elder and Family Services programs.
4. Prepare and monitor department budgets and spending to ensure the department operates within funding limits.

5. Establish consistent and effective communication with other department Directors, Senior Leadership, Tribal Council, Tribal Members and Partners, and local, state, and federal agencies for coordination and continuity of client services.
6. Assists the Executive Director of Programs and Services and Chief Executive Officer (CEO) in meeting strategic initiatives and goals set by Tribal Council.
7. Assesses tribal family programmatic needs, and develops, Implements and ensures compliance with policies and procedures.
8. Actively participates in Longer Term, Strategic, and Master planning initiatives with Tribal Government. Represent Elders and family programming in larger planning opportunities. Assists with preparation of documents, plans, and reports regarding those goals.
9. Provides grant oversight and program support to program managers. Researches and prepares federal, state or other grants and contracts as requested. Secures additional funding and grant monies for continuation and expansion of Community Services programs.
10. Develops and administers all Elder and Family Service Department grant budgets. Forecasts the funds needed for staffing, equipment, materials, and supplies. Monitors and approves expenditure and implements adjustments as necessary.
11. Develops a conducive environment for employee growth and development, offering information and opinions; addressing complaints and resolving problems; integrating functional objectives and values; and providing and participating in educational opportunities.
12. 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. This position may involve transporting Native Americans and Non-Native patients and clients in the CIT vehicles, employee-owned vehicles and rental vehicles to and from a variety of Ko-Kwel Wellness Center functions and activities.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires standing, sitting for extended periods of time, raising or lowering objects, and occasionally requires lifting up to 25 pounds. Require occasional walking, stooping, kneeling, crouching, or crawling. Work is generally 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.

REQUIRED 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. The ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
4. Demonstrated ability to be results driven; making decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
5. Knowledge and skill in performing department-level administrative functions, including personnel and budget management, procurement, preparation and administration of contracts, grants and agreements and program evaluation and reporting.
6. Possess awareness and sensitivity of Indian traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
7. Ability to maintain effective working relationships with outside government officials, administrative and granting agencies.
8. Ability to successfully carry out all phases of grant administration including writing grant applications, developing and tracking budgets, and grant reporting.
9. An ability to read and understand technical documents and manuals, as well as the ability to write such documents for use by others.
10. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
11. Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations. A breach of confidentiality or fraud is grounds for immediate dismissal.

REQUIRED QUALIFICATIONS

1. Bachelor's degree Social Work, Mental Health, Public Administration or related field required.
2. A minimum of five (5) years of high-level management experience in social services, behavioral health, or related field setting required.
3. Experience in change management and process improvement.
4. Experience in evidence-based program planning, development, monitoring, reporting and evaluation.
5. Working knowledge of Coquille Tribal history and culture.
6. Knowledge of HIPAA privacy and confidentiality guidelines is required.
7. Knowledge of Indian Health Service programs is preferred.
8. Experience working within a Tribal environment is preferred.
9. Experience in grant writing, grant management and reporting are preferred.
10. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.
11. 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.
12. First Aid/CPR certification required or ability to obtain within 90 days of employment.