
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

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POSTED: November 9th, 2023

DEADLINE: November 23rd, 2023

JOB DESCRIPTION

POSITION: LVD Elders Program Director
DEPARTMENT: LVD Elders Department
LOCATION: LVD Gathering Place
EMPLOYMENT: Full-time
SALARY/PAY RATE: \$25.00 - \$28.00/Hour
SUPERVISOR: Tribal Chairman

JOB DESCRIPTION:

The Elders Program Director is responsible for the overall administration of the LVD Elders Program which includes development, implementation, and administration of the LVD Gathering Place and LVD Elders Program. The LVD Elders Program Director will also be responsible for the coordination of Elder's events, coordination of Elder related transportation, oversight of Elders meal/nutrition services, coordination of Tribal Department related services for Elders, regular communication with LVD Elders and the Tribe's aging population to connect individuals to LVD programs, services, and available benefits. The Elders Program Director is also responsible for developing resources to enhance the LVD Elders Program, securing and administering grant funding, and creating a welcoming and safe environment as well as working with outside agencies to bring services, programs, and events to the LVD Gathering Place to promote intergenerational activities, bringing together elders and youth. The LVD Elders Program Director will also be responsible for advocating for the needs of LVD Elders as it relates to the LVD Elders Program.

JOB DUTIES AND RESPONSIBILITIES:

- Develop, implement, and administer the LVD Elders Program including but not limited to socialization activities, nutrition services, in-home services, caregiver services, financial benefits, and referral services to other local and Tribal resources.
- Supervise and provide oversight for LVD Elders Program staff ensure appropriate training and delivery of programs, services, and events.
- Advocate for the needs of LVD Elders within the Tribe and to outside agencies and funding sources.
- Oversee the LVD Gathering Place, including but not limited to maintenance, security, and safety of the facility for guests and tenants.
- Coordinate periodic Elders Needs Assessments to inform future programming, services, and events.
- Provide administrative support to the LVD Elders Committee.
- Develop and maintain professional working relationships with LVD Program Directors to ensure the coordination of services to LVD Elders.
- Meet one on one with LVD Elders to assess individual needs, interests, and capabilities including home visits to assist in coordinating care.
- Administer grant funding, i.e., UPCAP, ITCMI, GLITC, etc., and ensure compliance with all grant related reporting requirements.
- Assist LVD Elders with participation with Michigan Indian Elders Association and other elder program events and programs.
- Work closely with Tribal Benefit Administrator, Human Resources and LVD Health Center PRC Specialist to ensure all Tribal elders are enrolled in appropriate health plans.
- Work closely with appropriate Tribal Departments to coordinate benefit programs for Elders.
- Develop and implement policies and a schedule related to LVD Elder transportation needs related to medical appointments, daily necessities and other events.
- Develop and distribute a monthly newsletter for LVD Elders and community members to keep them informed of community events and Tribal notifications.
- Provide detailed monthly reports for Tribal Council review.
- Prepare a monthly activity calendar.
- Participate in required Federal, state, and staff meetings, Elders Committee Meetings, Tribal Council Meetings, and conferences as directed.
- All other duties as assigned.

MINIMUM QUALIFICATIONS:

- Must possess an associate degree in a human services/social work field or 5 years training and/or experience in a similar field.
- CNA preferred.
- Must possess 1 year of program management and 1 year of supervisory experience.
- Must have a valid driver's license/satisfactory driving record.

SKILLS REQUIRED:

- Must have experience working with Tribal communities, be compassionate and have a love for elders and an aging population.
- Demonstrated experience planning, coordinating, and implementing events and recreational activities with an emphasis on elder communities.
- Excellent organizational, communication, problem solving, networking and interpersonal skills.
- Ability to maintain effective working relationships with diverse groups of people.
- Ability to maintain accurate records.
- Ability to plan, assign, supervise and evaluate the work performance of staff.
- Grant management experience and oversight.
- Awareness of practices and concepts related to nutrition and dietary needs of elder population.
- Creative, self-motivated, and resourceful.
- Proficiency in Microsoft Word, Excel, and Publisher.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Date Approved by Tribal Council: November 9, 2023