

POSITION DESCRIPTION

Title: Elder's Director

Reports To: Director of Community Outreach/Safety and Infection Control/
Public Health Nursing

Supervises: Elder's Field Workers (Yreka, Happy Camp, and Orleans)

Location: Happy Camp

Salary: Depends on Experience

Classification: Full Time, Regular, Non-Entry Level

Summary: Shall provide direct services including but not limited to; acting as a liaison between clients and outside agencies, making client appointments, transporting clients locally and out of the area as needed and available, performing regular home visits to qualified clients. Shall keep a filing system of the current year's caseload and daily contact logs. Shall provide all required reports to Supervisor.

Responsibilities:

1. Shall consistently provide necessary services to all qualified clients. These services include but are not limited to; acting as a liaison between clients and outside agencies, making client appointments, transporting clients locally and out of the area as needed and available, and regular home visits.
2. Accurately keep daily contact logs and monthly posted calendar of activities.
3. Shall adequately maintain open communication lines with Supervisor and Elder's staff.
4. Efficiently keep a filing system of the current year's caseload and activities logs.
5. Adequately provide monthly reports to Supervisor summarizing activities.
6. Continually keep and open line of communication with all Elder's Field Workers and ensure that they are current on all program correspondence, reports, and goals.
7. Adequately keep a daily van mileage log for all Elder's vehicles.
8. Efficiently ensures that all time cards, mileage forms, and other documentation are accurate and current.
9. Shall oversee all hiring and supervision of staff assigned to the Elder's program.

10. Exhibits the ability to work in cooperation with other Outreach staff to meet Elder's needs.
11. Shall cooperatively be the formal and non-formal advocate for the Tribal Elders and their families.
12. Is capably available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested. Shall attend one week of income tax preparation training annually.
13. Is courteous in accepting other job related duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Must possess high school diploma or equivalent.
2. Must have competence in typing, word processing, and possess basic computer skills.
3. Must have at least five years experience in Field and/or Social Work.
4. Must be self motivated and able to work with little supervision.
5. Must have good written and verbal communication skills.
6. Must possess a current CPR and First Aid card and/or be willing to attend any required training to get these cards and/or keep them current.
7. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
8. Must adhere to confidentiality policy.
9. Must provide documentation of immunity to measles and rubella or become vaccinated with the recommended vaccine and Hepatitis B vaccine and test annually for TB. Must have an annual health examination.
10. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: Revised October 19, 2005

Chairman's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____

****Employee must sign position description annually, during their evaluation.**