

POSITION DESCRIPTION

Title: Senior Center Supervisor

Reports To: Executive Director of Health and Human Services

Location: Happy Camp, with frequent travel to Orleans

Salary: \$25,000 to \$30,000, depending on experience

Classification: Non-Entry Level

Summary: The primary responsibilities of the Senior Center Supervisor are to plan, implement and supervise a center-based senior nutrition and activities program serving elders in the communities of Happy Camp and Orleans.

Responsibilities:

1. Shall plan, implement and supervise a Monday through Friday senior nutrition program that meets Title III and Title VI senior nutrition program requirements; this program will have two locations in the communities of Happy Camp and Orleans. Shall also facilitate the recruitment and selection of a cook for the senior nutrition program and supervise the assigned duties of the cook, including menu planning, purchasing and meal preparation.
2. Shall plan (in collaboration with the Elder=s community) and facilitate center-based cultural, educational, health & fitness, recreational and social activities; diabetes, hypertension and other health screens; low-impact aerobics and social dance; and gardening and encourage community Elders to participate in the Program.
3. Shall arrange and or provide home delivery of meals to Elders in the communities of Happy Camp and Orleans.
4. Shall keep updated on services and funding available to both Siskiyou and Humboldt Counties for the community.
5. Shall maintain daily senior center logs and Elder=s outreach activity logs; prepare monthly reports of activities; maintain client files.
6. Shall participate in program-directed training opportunities, and pursue an appropriate professional development plan.
7. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
8. Other job related duties as assigned.

Qualifications:

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

Requirements:

1. Must possess high school diploma or equivalent and a minimum of three years= experience in Elders services, social services, or community health services that includes at least one years= experience in program or project administration.
2. Must have knowledge of Elders nutritional requirements; ability to follow federal nutrition program guidelines and to plan a senior nutrition program that is compliant with Federal Grant Management Guidelines.
3. Must have ability to plan, organize, direct, coordinate, and report about senior and Elders outreach activities; ability to adhere to an established budget and recommend budget modifications.
4. Must have knowledge and respect for Karuk Tribal traditions and values; heartfelt commitment to health and welfare of Tribal and other Elders.
5. Must have ability to communicate and work effectively in a helping role with Tribal and other community members; ability to motivate and empower them, to make positive impacts on attitudes and self-esteem, and to maintain effective working relationships with culturally diverse groups in a wide range of professional interactions.
6. Must have ability to initiate and follow through on complex administrative tasks, manage time well, meet deadlines, and respond effectively to sometimes frustrating and unforeseeable complications in the performance of assigned duties.
7. Must have commitment to serving Tribal communities; public relations experience desirable.
8. Must have ability to use computer data/word processing programs as professional tools.
9. Must possess valid driver=s license, good driving record, and be insurable by the Tribe=s insurance carrier.
10. Must adhere to confidentiality policy.
11. Must have current CPR and First Aid Certification or a willingness to obtain them within 90 days of hire.
12. Must successfully pass a drug and alcohol screening test and criminal background check.

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

Council Approved: _____

Chairman=s Signature: _____

Employee=s Signature: _____