

POSITION ANNOUNCEMENT

POSITION:	Title VI (Elder) Coordinator (Grant-funded position; may be part-time/temporary dependent on funding availability)	LICENSE: NO
DEPARTMENT:	Tribal Administration	GRADE: 9
REPORTS TO:	Tribal Manager	STATUS: NON-EXEMPT

POSITION SUMMARY:

The Elder Coordinator is under the general direction of the Tribal Manager and assures coordination of services, including health, social and economic needs are met for tribal members.

ESSENTIAL FUNCTIONS:

1. Gather and coordinate information from Health, Energy, Food, Socialization, and all other Social Services that assist Tribal Elders
 - a. Document available resources to tribal elders including but not limited to: Health Clinic, Health Department, DHS, LEIAP, energy needs, housing assistance, and other social services programming.
 - b. Develop a working relationship with these agencies/departments to assure future coordination/referrals for tribal elders.
 - c. Document and publish an information guide for tribal elders.
2. Assess Care Recipients and the Home Environment for Participating Elders.
 - a. The Elder Coordinator will implement a process for community caregivers needing respite care. The process will involve an application process, health verification on eligibility, and an appropriate billing system.
3. Training and Resource Development.
 - a. The Elder Coordinator will assess the need of any training, and in-service educational materials needed by the participating caregivers or respite workers.
 - b. The Elder Coordinator will follow up with services based on the documented need by coordinating or arranging training or obtaining educational materials for families in need.
4. Perform Administration Functions.
 - a. Creation and/or implementation of applicable departmental policies and procedures.
 - b. The Elder Coordinator will review and learn all guidelines and regulations pertaining to the Caregivers and Nutrition Programs to make sure we are in compliance.
 - c. The Elder Coordinator will work with Title III staff (Meal Program) and provide administrative support as needed.
 - d. Renew the Title III Program applications.

- e. The Elder Coordinator will prepare quarterly reports or bi-annually for both the caregivers and social and nutrition program as required by funding source.
5. The Elder Coordinator will provide quality assurance checks on the respite workers; are the caregivers happy with the assistance? Is the elder content with respite workers?
6. The Elder Coordinator will work closely with Health Professionals to assure medical problems and concerns are addressed and services are being offered.
7. The Elder Coordinator will facilitate ongoing elder committee meetings.
8. Ongoing home visits primarily to homebound elders.
9. Management of grant funds that support the Title VI program.
10. Delivery of senior meals when needed.
11. Must attend all mandatory training designated by the Human Resources Department and/or Department Manager.
12. Other duties may be assigned within the scope and complexity of this position's essential functions.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit, stand and walk. Regularly, the employee must kneel, bend, push/pull, and be able to move up to 25 pounds and is required to use hands for repetitive actions such as grasping.

POSITION REQUIREMENTS:

1. Must have a high school diploma or equivalent.
2. At least 2 years of experience in working with elder population.
3. Must be able to work flexible hours.
4. Must possess a personable customer service attitude.
5. Must have organizational ability to handle multiple tasks simultaneously while working independently without constant direct supervision.
6. Must present a well-groomed, professional appearance and speak, understand, and write in the English language.
7. Must have excellent past work record and excellent driving record.
8. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: OPEN UNTIL FILLED

APPLY TO: Send Resume and Application to:

Anna Carrick; HR Generalist
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8523

amcarrick@baymills.org

Subject: Title VI Elder Coordinator

**Applications can be found on the Bay Mills website at
www.baymills.org under the employment section**