



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 105-24

OPENING DATE: 08/20/2024

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Director, Elder Center
PAY GRADE: E8 (\$35.01/hr. - \$49.02/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full-Time
FUNDING SOURCE: POI/Grant Funded
DEPARTMENT: Elder Center
REPORTS TO: Governor
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Achieves the Elder Center Program goals and objectives by planning, directing, monitoring and evaluating the daily operation of all departmental functions and staff. Ensures the efficient and effective provision of Elder Center program services to meet the needs of the elderly of Isleta Pueblo and in accordance with established policies, procedures, and regulations.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Develops departmental plans, strategies, goals and objectives in accordance with applicable tribal, federal, state, and local laws, rules and regulations.
- Monitors contracts and grants and ensures that goals are carried out as approved by the funding sources.
- Prepares and submits all required reports to the funding sources.
- Develops a comprehensive database to measure needs in the community.
- Ensures the procurement of all items necessary for meals to meet USDA-RDA for elders.
- Acquires funding for transportation; ensures vehicle maintenance and safety.
- Implements and maintains inventory control.

- Coordinates Senior Companion Program through the All Indian Pueblo Council; secures additional slots for older workers and supervises daily activities of participants.
- Coordinates special dietary needs with Indian Health Service Clinic Nutritionist and medical staff.
- Plans, directs, and monitors department productivity and quality goals.
- Manages department budget; coordinates financial and budget activities for maximum operational efficiency.
- Writes proposals and grants to secure additional funding and grant monies for continuation and expansion of program services.
- Maintains current working knowledge of trends in elderly services.
- Prepares and presents reports on the status, activities and plans for current and future operations; keeps leadership and other departments informed of status of program activities by attending meetings and submitting reports.
- Hosts regular staff meetings to ensure communication among staff regarding program related activities.
- Creates policies and procedures for staff to ensure consistency and adherence to program goals.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Maintains positive relations with community members and agencies by providing educational workshops and seminars related to the needs of seniors; serves on boards and steering committees for state and federal government agencies; conducts community needs assessment.
- Conducts annual program evaluation and assessments of program components and staff according to established policies, procedures and regulations.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Manages professional and support staff in the provision of elderly services; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Hires, evaluates, disciplines and develops professional staff.
- Coordinates training, orientations and continuing education of staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Recreation Programming, Business, or related field.
- Five years' progressive work experience in social services, case management, or working with elderly; two years in a supervisory capacity.
- First Aid and CPR Certification.
- Ability to speak Tiwa is preferred.
- Must be able to pass a TB screening.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.

- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of budget preparation.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Knowledge of the effects of aging on the physical, mental and emotional development of individuals.
- Knowledge of nutrition, disease prevention and healthcare.
- Knowledgeable of safety issues for elders and respond quickly and calmly in an emergency situation.
- Skill in socializing and working with Elders.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in making effective decisions in emergency situations.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to work various schedules and extended hours.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to create and present effective speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to make solid decisions and exercise independent judgment.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office or elderly center environment.
- Frequent interaction with the public.
- Noise level is usually minimal.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.