
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

*P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
Phone: 906-358-4226 Fax: 906-358-4913*

**JOB DESCRIPTION**

POSTED: MARCH 9, 2017 DEADLINE: MARCH 22, 2017

POSITION: LVD Elders Program Coordinator
DEPARTMENT: LVD Elders Department
LOCATION: LVD Gathering Place
EMPLOYMENT: Full-time
SALARY/PAY RATE: \$17.39-\$22.61 LVD Pay Scale
SUPERVISOR: Administrator

JOB DESCRIPTION:

Must possess organizational skills and have a love for elders. The Coordinator participates in the day-to-day work, administratively and coordinates day trips, provides adequate supervision in the center at all times. This position will be responsible for planning all activities and events to insure a fun and positive social environment. Works closely and coordinates with the LVD Tribal Program Divisions and services to provide for the best services to the LVD Elder Population. Coordinator will provide direct oversight to the LVD Nutrition Program. Coordinator will work with outside agencies to bring services, programs, and events to the LVD Elder Center. To promote intergenerational activities, bringing together elders and youth.

QUALIFICATIONS:

- High school education, training and/or experience in human services.
- Must meet LVD Tribal and Agency standards for background check.
- Experience coordinating the planning and implementation of a variety of special event and recreational activities, especially for seniors with diverse interests and needs helpful.
- Good organizational, communication, problem solving, networking and interpersonal skills.
- Ability to maintain effective working relationships with related organizations, participants, general public and other members of the LVD Tribal Community.
- Must have a satisfactory driving record

- Ability to communicate effectively both orally and in writing.
- Ability to maintain accurate records.
- Ability to plan, assign, supervise and evaluate the work of others.

SUMMARY STATEMENT OF POSITION:

Responsibility for the planning, organizing and implementation of recreational and social activities for participants of The ELVD Elders Program, Provides oversight to the LVD Nutrition Program in coordination with the LVD Clinic Nutritionist and the LVD Elders Committee. Helps to create and encourage a friendly caring environment to foster interaction among Center participants.

REGULAR TASKS:

- Assesses needs, interests and capabilities of seniors through group and individual meetings with participants.
- Plans, organizes and implements program activities which are educational, recreational and/or social, to motivate participation by seniors.
- Confers with other Tribal Departments in planning activities and program plans for Center.
- Prepares monthly activity calendar and quarterly newsletter.
- Develops and encourages participant involvement through program activities.
- Work on-site daily to provide program oversight and to assist with tasks which require immediate attention relevant to the LVD Elders Program.
- Participates in staff meetings, Elders Committee Meetings and Tribal Council Meetings when, and conferences, as requested.
- Performs job responsibilities in a safe and healthy manner reporting safety or health issues to Administrator.
- All other tasks, as assigned.

EXPERIENCE AND SKILLS REQUIRED:

- Creative, self-motivated and resourceful.
- Empathetic understanding of older adults.
- Ability to plan and organize an activity program.
- Ability to communicate effectively with participants, volunteers and staff.
- Knowledge of principles of public relations and community organization.
- Ability to prepare written records and reports.
- Proficiency in Microsoft Word, Excel and Publisher.

REQUIRED EXPERIENCE:

- Program Management: 1 year
- Supervisory Management – 1 Year

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: March 7, 2017