



Job Title: Elders Program Coordinator
Department: Community Services
Reports to: Elders Program Manager
FLSA Status: Non-Exempt
Salary Grade: \$24.29 - \$34.01
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Elders Program Manager, the Elders Program Coordinator will be responsible to coordinate Elders activities, collaborate with community partners to provide needed services, and oversee the Elders nutrition program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates Elders activities. Plans and produces recreation and leisure programs to meet the assessed needs, interests, and capabilities of the Tribal elders. Assesses and documents Elders abilities, needs, and participation. Processes event and program reimbursements.
2. Manages Elder Care program and assists with coordination of care responsibilities. Conducts home and hospital visits and calls when appropriate.
3. Oversees Elder Fresh Produce program.
4. Maintains required reports.
5. Coordinates volunteers for Elders events.
6. Attends and supports Elder Committee Meetings and activities.
7. Collaborates with community partners to assist Tribal members find and access resources and services.
8. Provides patient transport when necessary.
9. Manages the Title VI Elders Nutrition Program. Plans nutritional lunches and dinners in accordance with established requirements. Shops for groceries and delivers meals as necessary. Ensures funding and grant compliance. Prepares and presents required reports on the status, activities, and plans for current and future operations of Title VI programs.
10. Assists with Tribal Navigator program.
11. Other duties, as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires sitting, walking and standing for extended periods of time at events, raising or lowering objects, and occasionally requires lifting up to 50 pounds. Requires occasional standing and walking during non-event work, stooping, kneeling, crouching, or crawling. Work is generally performed in an office setting and occasionally outdoors. Occasional evening and weekend work are required. Work involves occasional

exposure to excessive noise, high risk/dangerous situations, infectious disease, dust, fumes, and allergens. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Knowledge of regulations on the confidentiality of medical records (HIPAA).
4. Ability to maintain CPR and First Aid Certification.
5. Ability to make decisions independently in accordance with established policy and procedures.
6. Ability to exercise excellent organization, time management, analytical and problem solving skills.
7. Possess awareness and sensitivity of Indian traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
8. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
9. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
10. Ability to work with mathematical concepts such as basic arithmetic.
11. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.

QUALIFICATIONS

1. High School Diploma or GED with experience in health care services delivery operations required.
2. Associate's or higher degree in health and social services related field preferred.
3. Experience with Title VI programs preferred.
4. Experience with the delivery of health care services in Native American communities is preferred.
5. Experience in coordinating events and activities required.
6. Knowledge or experience with the Coquille Indian Tribe preferred.
7. Previous experience working with Elders is required.
8. Knowledge of Indian Health Services, Bureau of Indian Affairs, County Health Agencies, Social Services or outside providers is preferred.
9. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.
10. First Aid/CPR Certification or ability to obtain within first 90 days of employment.
11. Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.