



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

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Eldred Enas, Chairman

JULY 6, 2012

#69-12

VACANCY ANNOUNCEMENT

DEPARTMENT: DEPARTMENT OF HEALTH SERVICES- SENIOR CENTER

JOB TITLE: NATIVE AMERICAN CAREGIVER

SALARY: \$10.00 PER HOUR

CLOSING DATE: JULY 23, 2012 AT 5:00 PM

INTRODUCTION: The position is a first-line manager providing direction, guidance and supervision to the Senior Center staff and general management of the Senior Center, MoChemHoNa within the Department of Health Services (DHS). The Program Manager is supervised by and reports directly to the Executive Director, DHS.

DUTIES AND RESPONSIBILITIES: (The following are illustrations of the typical duties and responsibilities of the incumbent and are not to be construed as all inclusive.)

Supervises all Senior Center staff, schedules all staff for working shifts. Monitors staff for attendance and performance of work responsibilities. Conducts job performance evaluation and disciplinary action of all Senior Center staff. In conjunction with Senior Center staff plans, develops, implements, and is responsible for overall activities in the area of recreation, social and cultural activities, food preparation and planning, homemaking services and home delivered meals and transportation for the elderly/handicapped clients at and away from the Senior Center. Promotes and meet with Senior Citizen Advisory Committee on elderly/handicapped services.

Compiles from staff reports all information on activities at and away from the Senior Center in regards to number of participants, age categories, tribal, non tribal, non Indian demographics. Prepares and submits contract required reports to Title VI, Title III, Title XX, DHS Executive Director in a timely manner according to report submittal requirements by contract.

Identifies and relays information from Senior Center staff on potential health or safety concerns for the elderly and handicapped participants to appropriate referral sources.

Monitors all reports and inspects facility, equipment, and vehicles for safety and health issues and report to appropriate sources. Serves as advocate for participants in assisting in payment of Elderly and handicapped participants' personal billings.

Ensure program vehicles are inspected daily and are maintained according to maintenance schedule of CRIT Auto Shop. Monitors and makes sure there is adequate inventory of the necessary recreational activity, food, non-food, and janitorial supplies for the Senior Center. Reviews, prepares and monitors budget information provided by the Executive Director, ensures bills are submitted to DHS for processing in a timely manner.

In conjunction with the Native American Caregiver, the Manager will develop information on counseling, support groups, training, adult day care services and supplement services. The Manager will develop linkages with tribal, federal state and county services agencies, which provide services to the elderly.

Provide advice, guidance and instruction about options and methods for providing support to caregivers in an individual or group setting. Arrange for training related to issues concerning caregivers of Older Native Americans. Oversee adult day care respite program. Attend all activities after working hours; be available in case of need of emergency situations. May perform other duties and/or assignments as directed within the scope of program activities and/or duties and responsibilities.

EDUCATION AND EXPERIENCE: Bachelors degree from an accredited college or university with a major in a health or social science field, or an Associate Degree with emphasis on health or social sciences and two years experience coordinating information for dissemination and scheduling activities for special population, or a high school diploma or GED and four years experience coordinating information for dissemination and scheduling activities for special population.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Have general knowledge of the elderly and handicapped Indian population relative to their needs. Possess management skills in regards to reports, and record keeping. Possess administrative organizational skills. Must have general knowledge of safety and health issues relevant to the elderly and handicapped population. Must be physically able to perform the work required, Must possess a valid Arizona drivers license. Must be able to present information effectively to large and small groups. Must be culturally sensitive to Native American issues particularly related to elder issues on health, health services and caregiver issues.

APPLY:

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE: Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.