



ELDERLY PROGRAM COORDINATOR

Village: Bacavi
Reports To: Community Service Administrator
Salary/Hourly Range: 18
Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED
PD Revised: 01/11/2016

INTRODUCTION:

The Coordinator will provide administrative and program activities and oversight of the Bacavi Community Elderly Center to provide social, recreational, educational and cultural activities for Bacavi Village adult population. The work is routine and may require varied techniques and subjective judgement. The Coordinator carries out program activities in conformance with established program priorities and objectives. The supervisor defines the goals and objectives and priorities of the programs mission in conformance with the scope of work. The incumbent plans and carries out work plans on own initiative, referring unfamiliar problems/situations to the supervisor for guidance. Work is reviewed for technical accuracy and conformance with plans, established policies and procedures.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Implement community activity programs according to established objectives and develop work plans, project; and supervise center activities under the direction of the Community Service Administrator.
2. Maintains financial cuff account and monitor expenditures as well as identify needs and request for purchases.
3. Coordinates all program activities with volunteers, community members, outside agencies and organizations and Hopi tribal departments and available resources in the provision of program services.
4. Prepares weekly activity logs and monthly narrative reports.
5. Enforces and practices good health, sanitation and safety practices in accordance Village of Bacavi program standards.
6. Research outside resources and initiate preparation of funding search and development.
7. Performs other duties as assigned to achieve Village goals and objectives.

PERSONAL CONTACTS:

Contacts are with Bacavi Village leaders, residents, educators, the general public, outside agencies and organizations to coordinate and acquire provision of services and to exchange factual information.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

Work is performed in a community environment, and other locations where activities may be scheduled. Physical participation in recreational activities with the clients is necessary. Evening/weekend work may be necessary to meet schedules of outside services. Travel on and off the Hopi reservation required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

Education: Two (2) years post high school with emphasis in Education, Social Science, Counseling or Physical Education;

AND

Experience: Two (2) years administrative and supervisory work experience with adult programs;

OR

Any equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of culture/traditions and socio-economic environment of Bacavi Village.
- Working knowledge of aging needs, growth and development; general counseling and group facilitation methods.
- Knowledge of resources available to support programs and issues facing Senior Citizens.
- Knowledge of administrative management procedures and requirements.
- Knowledge of financial budgetary systems and requirements.

Skills:

- Skill to communicate with and motivate adult population.
- Writing and verbal skills for effective communication and presentations to groups.
- Managerial skills to organize plans, activities and maintain consistency.
- Supervisory skills to lead groups, staff and volunteers.
- Skills to operate office machines, calculators, copiers, and a van to transport clients.

Abilities:

- Ability to cope with constant pressure and work with social problems.
- Ability to work long hours and flexible hours including evenings and weekends.
- Ability to gain the trust and confidence of the clients and develop good relationships.

NECESSARY SPECIAL REQUIREMENTS:

1. Must possess an Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete and pass the pre-employment screening in accordance with Hopi Tribal policy.
3. Work evenings and weekends.

PREFERRED REQUIREMENT:

1. Speak and understand the Hopi Language.