



Job Title: ELDERLY/YOUTH ACTIVITIES AIDE

Department /Office: Village of Moencopi (Lower)
Reports to Whom (title): Elderly/Youth Program Coordinator
Salary / Hourly Range: 7
Job Classification Code: 8810
Level of Background Check: 1B
FLSA Status: NON Exempt; Full-time
Driving Required: Yes, As Required

JOB DESCRIPTION:

The work consists of duties that involve various related steps, processes or methods. Decisions regarding what needs to be done involve various choices requiring the incumbent to recognize the existence of and differences among several alternatives.

SCOPE:

This position is responsible for assisting the Elderly/Youth Programs Coordinator in promoting cultural growth, providing nutrition awareness, educational and recreational activities for elders and youth at the Village of Moencopi (Lower). This position is under the supervision of the Elderly/Youth Programs Coordinator.

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. Assists the Elderly/Youth Programs Coordinator in planning, developing and implementing various youth and elderly programs that provide social, health, cultural, recreational and educational opportunities for elders and youth at Lower Moencopi.
2. Assists in planning and development of programs and activities by originating ideas, establishing objectives, evaluating effectiveness of activities and programs.
3. Contacts Moencopi village elders, youth, parents of youth in the development and implementation of activities and programs.
4. Collaborates with village members, other villages, Hopi tribal programs, Indian Health Service, other federal and state agencies to develop and implement programs and activities to prevent alcohol, drug abuse and involvement in criminal gang activities.
5. Assists in the preparation of publicity to promote events, activities and community awareness of Lower Moencopi elderly and youth programs.
6. Prepares progress reports on activities and programs; maintains statistical records of elder and youth participants in activities.
7. Performs other related duties as assigned or authorized in order to achieve office/Tribal goals and objectives.

PERSONAL CONTACTS:

Contacts are with fellow co-workers within the Moencopi administration, Moencopi elders, children, youth and their families, schools and the general public. The purpose of these contacts is to exchange factual information with village members, program participants, collaborative agencies, Moencopi Board of Directors and the general public. The purpose of these contacts is to coordinate and collaborate work efforts and to foster a network of services.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

Work is performed in a standard office environment, Moencopi (Lower) Village and other locations where activities may be scheduled. Work involves physical participation in recreational and educational activities with the youth such as field trips and outdoor activities. Incumbent will be required to work some evenings and weekends to meet the needs of the Moencopi elderly and youth population. Work will require transportation of elders and youth to activities, on and off the Hopi Reservation.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education: High School diploma or G.E.D. equivalent;

AND

B. Experience: One (1) year work experience in work with children, families and the elderly;

OR

C. 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:

A. Knowledge:

- Basic knowledge of child development and working with children
- Basic knowledge of aging and needs of the elderly population
- Knowledge of safety and first aid procedures

B. Skills:

- Skill in verbal communication to interact with children, youth and the elderly population
- Skill in written communication to prepare statistical and narrative progress reports, correspondence and publicity information
- Skill in use of computers and programs for Word, Publisher, Excel

C. Abilities:

- Ability to plan and implement activities for children, youth and elders in accordance with established objectives, priorities and timelines
- Ability to work independently, coordinate activities, assess effectiveness of activities
- Ability to maintain positive working relationships with staff, village members and program participants

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete & pass the pre-employment screening in accordance with Hopi Tribal Policy. All offers of employment is contingent upon successful completion of all reference checks, education verification (including credentials, licenses and degrees), and background investigation and other pre-employment screening requirement.
2. Must possess valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.

DESIRED REQUIREMENT

1. Ability to understand & speak the Hopi language for the purpose of communicating and educating program participants and Village members about program services and activities.

REVIEWED BY:

Lorena Nasayowma
Department/Office Hiring Authority

08/07/2012
Date

REVIEWED BY:

Sarah A. Dallas
Chairperson, Board of Directors, Village of Moencopi (Lower)

8/07/12
Date

APPROVED BY:

Cheryl E. Ell
Director of Human Resources

Aug 1 2012
Date/PD Certified