



FAMILY CAREGIVER COORDINATOR

Office of Aging & Adult Services

OVERVIEW

This position is responsible for coordinating and administering the Family Caregiver program activities, i.e., planning, facilitating and organizing the development and implementation of training, workshops, and seminars for non-paid caregivers and adults raising grandchildren. This individual performs related functional duties of average difficulty that require the general knowledge of applicable management principles, methods and practices requiring excellent administrative skills.

The incumbent uses initiative in carrying out recurring assignments independently without specific instruction, referring deviations, problems, and unfamiliar situations to the supervisor for assistance. The supervisor verifies that finished work and methods used are technically accurate and in compliance with instructions or established procedures.

PRIMARY JOB FUNCTIONS (The following duties are not all-inclusive or restrictive)

- 1) Oversees the planning, implementation and evaluation of potential non-paid caregivers in accordance with the funding agencies scope of work and the goals and objectives of the Office of Aging & Adult Services Program by providing direct or in-direct client services; maintains record of services provided; submits required monthly activity and statistical reports.
- 2) Conducts home visits to assess non-paid caregiver's needs; completes intake and eligibility forms; determines the types of assistance the caregiver needs and identifies other additional needs and makes appropriate referrals; provided supportive transportation services when necessary.
- 3) Establishes, maintains and updates a resource directory of support services that may benefit the caregivers; advocates on behalf of the caregiver for assistance to reduce burnout.
- 4) Organize support groups for individual & family members who are caregivers; conducts outreach services in the communities to provide information about the Caregiver Program and conducts educational sessions about issues surrounding the impacts of caregiving.
- 5) Collaborate with schools, villages and other appropriate agencies to potentially organize supportive services for family caregivers within their facilities.
- 6) Seek and coordinate appropriate trainings, workshops, conferences for caregivers to attend on & off reservation; plan and organize an annual Caregiver Conference.
- 7) Participates in quality assurance and staff meetings to enhance individual knowledge, skills and program services.
- 8) Support the Department of Health & Human Services mission and vision by working collaboratively, coordinating efforts and communicating effectively.
- 9) Performs other duties, in line with current job responsibilities and range of pay/salary, as assigned or authorized to achieve Tribal goals and objectives.

MINIMUM QUALIFICATIONS

Education: Associate's degree in social work, Sociology, Social Services or related field; AND

Experience: Two (2) years work experience in a community setting which includes public services program planning, development management and public facilitation; OR

Equivalent combination of Education, Training, and Experience, which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of health issues, resources and other resource agencies.
- Knowledge of the political, cultural, and socio-economic environment of the Hopi Reservation and nearby areas.
- Skill in writing & verbal communications to prepare concise reports, narratives and conduct public presentations.
- Skill in organizational development & planning.
- Skill in providing internal & external excellent customer service and public relations.
- Skill in operating a computer, applicable software and basic office machines/equipment.
- Ability to plan and accomplish work in accordance with established goals and objectives.
- Ability to maintain strict confidentiality of client information/records.
- Ability to work under pressure and emotional stress.
- Ability to establish and maintain professional working relationships with others.

NECESSARY REQUIREMENTS

- 1) Required to maintain a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving training.
- 2) Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license, which qualifies the incumbent for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license). Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass pre-employment screening.
- 4) Must pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have misdemeanor criminal convictions at the local, state, or federal level within the past five (5) years of application.
- 7) Must possess or obtain a Food Handler's Card within ninety (90) calendar days of hire and maintain certification throughout employment.
- 8) Must possess or obtain a CPR/First Aid Certification within ninety (90) calendar days of hire and maintain certification throughout employment.

DESIRED REQUIREMENT

Speak and understand the Hopi and/or Tewa language for tribal members who prefer to converse in the Hopi and/or Tewa language.

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Office of Aging & Adult Services
Department of Health & Human Services
Supervisor: OAAS Manager
Salary Range: 40
Classification: NON-EXEMPT
Revised 06/16/2026

REVIEWED BY:  DATE: 6/30/26

Department Director

APPROVED BY:  DATE: 6/30/2026

Human Resources Director