

Little Traverse Bay Bands of Odawa Indians
Job Posting

Job Title: KIKAAJIK/ELDERS DEPARTMENT MANAGER
Department: Kikaajik/Elders Department
Reports to: Tribal Administrator
Status: Exempt
Salary: \$40,217 - \$52,489
Level: 6
Opens: March 31, 2014
Closes: April 21, 2014

SUMMARY

Plans, promotes, organizes, and administers activities and outreach liaison services for Kikaajik/Elders of the Little Traverse Bay Bands of Odawa Indians by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Facilitate provision of services to LTBB Tribal Citizens who are 55 and older.
- Coordinate, supervise, manage, and direct all aspects of Elders' program and develop a strategic plan for the Kikaajik/Elders Department.
- Identify appropriate referral sources or apply current services to meet the needs of Tribal Elders.
- Administer Kikaajik/Elder based programming, grants and projects.
- Develop and conduct quality of life training sessions through outside sources. Coordinate with other Tribal Departments, such as: LTBB Health Clinic, LTBB Education Department and Language Department, to provide activities for the benefit of the Elders.
- Act as liaison between Elders and health care personnel to assist Elders in gaining access to services.
- Convey Elder Program opportunities and activities to the public and maintain cooperative planning and working relationship with the Tribal Government and state and local agencies.
- Plan and coordinate cultural and recreational activities for the Elders.
- Maintain Program records and implement activities in accordance with accounting and reporting requirements as established by the Little Traverse Bay Bands of Odawa Indians or as required by various federal, state, and local programs.
- Collaborate with the Grant Writers to research outside funding sources and assist in the grant application process.

- Fulfill grant requirements; including coordination of the Elders' lunch program.
- Be available to meet with Elder's Advisory Board, or other Elders groups, as directed by the Executive.
- Report to Executive on Kikaajik/Elders Department activities, plans for future activities, and plan and implement an annual Kikaajik/Elders Department budget.
- Provide yearly employee evaluation for Elders' staff and comply with all policies and procedures.

COMPETENCY:

To perform the job successfully, an individual should demonstrate the following competencies:

Prioritize and plan work activities; Use time efficiently; Set goals and objectives; Develop realistic action plans; Complete work in timely manner; Follow through on commitments; Meet challenges with resourcefulness; Develop innovative approaches and ideas. Must demonstrate leadership, initiative and strong ethics. Must demonstrate, accuracy, thoroughness, and attention to detail. Ability to effectively present information and respond to questions from groups of managers, Tribal citizens, and general public. Must exhibit sound and accurate judgment.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree (B.A.) in Social Work, Human Services, Counseling, or related field, and eight (8) years work related experience within an Elders services environment with supervisory responsibilities.

OTHER SKILLS AND ABILITIES:

Must have knowledge of computers, general word processing and spreadsheet principles, Must be able to maintain a high level of professionalism and client service at all times. Must possess clerical, typing, and excellent organizational skills. Excellent verbal and writing skills are required. Experience working with Elders or other underserved populations required. Must show respect and sensitivity to Tribal citizens and Tribal culture. Must maintain confidentiality.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have valid driver's license, reliable transportation and be insurable.

OTHER QUALIFICATIONS:

Indian Preference will apply. Individual must be able to pass a criminal and financial background investigation. Knowledge of Anishinaabemowin language and culture a plus.