

Little Traverse Bay Bands of Odawa Indians

Job Posting

Job Title: Kikaajik/Elders Director
Department: Kikaajik/Elders Department
Reports To: Tribal Administrator
Status: Exempt
Salary Range: \$51,814 to \$68,966 (\$24.91 to \$33.16/hr)
Level: 7
Opens: January 27, 2015
Closes: February 17, 2015

SUMMARY

Plans, promotes, organizes, and administers activities and outreach services for the Kikaajik/Elders of the Little Traverse Bay Bands of Odawa Indians by performing the duties in accordance with the Kikaajik Department Statute, approved regulations, policies and procedures.

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

- Facilitate provisions of services to LTBB Tribal Citizens who are 55 years of age or older.
- Coordinate, supervise, manage, and direct all aspects of Elders' program. Develop and maintain an annual strategic plan.
- Identify appropriate State, Tribal and local referral sources and apply current programming/services to meet the needs of the Elders.
- Administer Kikaajik/Elder based programming, grants and projects. Collaborate with grant writers to research outside funding sources and to assist when needed.
- Develop and conduct quality of life trainings 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.
- Assist Elders and health care personnel to assist Elders in gaining access to health related and other 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 established by the Little Traverse Bay Bands of Odawa Indians or as required by various federal, state and local programs.
- Provide education opportunities on available Elder programming to LTBB Elders in the newsletter, luncheons or special meetings.

- Fulfill grant requirements, including the 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 Elders Department activities, plans for future activities, and plan to 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:

Demonstrate the ability to prioritize and effectively plan work activities; Use time efficiently; Meet realistic goals and objectives; Complete work in timely manner; Follow through on commitments; Meet challenges with resourcefulness; Develop innovative approaches and ideas.

EDUCATION AND/OR EXPERIENCE:

B.A. Degree in Social Work, Human Services, or related field with five (5) years of experience related to Social work, counseling or Human Services related field. Master's Degree Preferred.

Two (2) years experience administering programming, managing program finances and experience managing/supervising staff.

Grant management, reporting, and compliance experience required. Experience creating and administering policies and procedures required.

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, confidentiality, and client service at all times. Must possess clerical, typing, and above average organizational skills. Good verbal and writing skills are required. Must be able to effectively use databases to track and report activities and spending.

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. Preferred knowledge of Anishanaabemowin language and possess a good understanding of the Odawa culture.