

Joseph B. Herrera
Governor



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Lt. Governor

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**INTERNAL/EXTERNAL
JOB ANNOUNCEMENT
EP-2025-008**

POSITION TITLE: Elder Program Director
FLSA STATUS: Exempt
POSITION TYPE: Regular Full Time
DEPARTMENT: Elderly Program
REPORTS TO: Tribal Administrator
BACKGROUND LEVEL: Public Trust
STARTING SALARY: \$50k
OPENING DATE: January 21, 2025

Position Summary:

Incumbent will accomplish the Elder Program's strategic objectives by planning, organizing, and supervising all functions required to operate and maintain program or departmental activities and services. Maintains confidentiality of all privileged information.

Duties & Responsibilities:

- Must attend weekly language classes.
- Develops departmental plans, strategies, goals and objectives in accordance with applicable tribal, federal, state, and local laws, rules and regulations.
- Establishes, implements and communicates goals, objectives, policies and procedures.
- Improves staff effectiveness by counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner; reviews and approves timesheets.
- Hosts regular staff meetings to ensure communication between personnel and program-related activities.
- Prepares schedules of activities and reviews menus for congregate and home delivery meals; picks up groceries and needed inventory.
- Develops strong relationships with Elders; greets, converses and joins the Elders for congregate meals.
- Provides Elders information on new services and updates on scheduled activities.
- Coordinates Elder services with other providers including IHS, Social Services, BIA, county, state and

Tribal programs.

- Attends Legislative sessions to support legislative and Capital Out Lay funding.
- Prepares requisitions for purchases and payments to vendors.
- Achieves financial objectives by preparing and administering annual budget, presenting and justifying budget recommendations to appropriate personnel.
- Secures additional funding and grant monies for continuation and expansion of Elder Program's services and prepares and submits reports to funding agencies.
- Contributes to department's effectiveness by identifying short-term and long-range issues and goals that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of actions; implementing directives.
- Keeps Health and Human Services Director and other departments informed of status of department activities by attending meetings and submitting reports.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of budget preparation and grant/proposal writing.
- Knowledge of the effects of aging on the physical, mental and emotional development of individuals.
- Knowledge of nutrition, disease prevention and healthcare.
- Knowledge of food handling and sanitation techniques.
- Skill in socializing and working with Elders.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Ability to exercise independent judgment.
- Ability to be compassionate and caring.
- Ability to recognize abuse and neglect.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict timelines.
- Ability to communicate efficiently and effectively both verbally and in writing
- Ability to become certified in CPR, First Aid and Food Sanitation.

Minimum Qualifications:

- Bachelor's Degree in Recreation Programming, Business Administration, or related field.
- Five years' work experience in social services, case management, or working with the elderly required; or equivalent combination of education and experience.
- Three-year experience in grant writing and reporting, requesting and reporting on State funded programs.

- Ability to speak the Keres language is helpful.
- Must possess and maintain a valid New Mexico driver's license and successfully pass a
- background investigation.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stand; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed in an office or elder setting with a moderate noise level.

CLOSING DATE: Open Until Filled

TO APPLY:

Submit completed application, cover letter, and resumé to marsha.chavez@cochiti.org or PO BOX 255, Cochiti Pueblo, NM 87072. For consideration, application must be submitted before the closing date at 5p.m. For more information, please call our offices at 505-629-4284.

It is the policy of Pueblo De Cochiti to give preference to Cochiti enrolled tribal members