

NORTHERN CHEYENNE TRIBE  
\*JOB ANNOUNCEMENT\*  
ELDERLY  
2018 #6

POSITION: Activities Coordinator

SALARY: \$8.50

DEPARTMENT: Elderly Program

SUPERVISOR: Northern Cheyenne Elderly Program Director

CLASSIFICATION: Part-time Permanent

OPENING DATE: 10/26/18

CLOSING DATE: 11/9/18

HOW TO APPLY: Submit a completed application, copy of current valid Montana Driver's License, three (3) current (within 1 year) letters of reference, credentials (copies), transcripts and resume' to the NCT Human Resources Office, P.O. Box 128, Lame Deer, MT 59043

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**Summary of Work:** This position will assist in the coordination of activities and trainings for the Elders and Caregivers. This position will also assist the elders/caregivers in family support and give assistance with chore services, shopping and transporting the handicapped and elderly for services that will promote a happy and healthy lifestyle for the family unit.

**Job Characteristics:**

**Nature of Work:** Assists in planning group activities for the elders/caregivers. Coordinates and participates in activities designed to promote social interaction and present vital information. Assists in transporting clients to and from planned activities.

**Personal Contacts:** Daily contact with employees, Program Directors, Health Care Providers, Community Members.

**Supervision Received:** Daily to weekly supervision by the Director through memorandums and individual and staff meetings.

**Essential Functions:** Good communication skills. Knowledge of office equipment, knowledge of the communities and the residents.

**Areas of Accountability:**

This position requires the ability to coordinate services and activities, perform duties with professionalism with strict client confidentiality.

This position will also perform other duties as assigned.

**JOB REQUIREMENTS:**

**Knowledge:** This position requires knowledge of the various communities and its residents, knowledge of the Tribal Programs, knowledge of grants and the ability to submit reports on a timely basis.

**Skills:** This position requires skills in the use of office equipment, public speaking, and have good public relations skills.

**Abilities:** This position requires good oral and writing skills, conduct themselves in a professional manner at all times, demonstrate patience and courtesy when assisting the handicapped and elderly.

**Job Performance Standards:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties
- Works well supervised.
- Demonstrate ability to work under stressful situations.
- Adheres to standards of confidentiality.
- Deals tactfully and courteously with employees, management, and the general public.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with employees, management, general public and funding agencies.
- Must agree to and sign waiver for pre-employment drug testing.
- Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.

**Education and Experience:**

- High School Diploma/GED
- Current Montana Driver's License Required
- Cheyenne Speaker preferred, but not required