

NORTHERN CHEYENNE TRIBE
JOB ANNOUNCEMENT
ELDERLY
2018 #4

POSITION: Caregiver Support Coordinator

SALARY: \$10.72

DEPARTMENT: Elderly Program

SUPERVISOR: Northern Cheyenne Elderly Program Director

CLASSIFICATION: Full-Time, Covered, non-exempt

OPENING DATE: January 3rd 2018

CLOSING DATE: January 19th 2018

How To Apply: Submit a completed application, **RESUME'** (3) current (within 1 year of today's date) letters of reference, (if claiming Tribal preference) a Tribal I.D. or Tribal Certification, current copies of credentials/High School Diploma. attn: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043 **IF YOU HAVE PREVIOUSLY APPLIED FOR THIS POSITION AND WOULD LIKE YOUR APPLICATION RE-SUBMITTED PLEASE COME DOWN TO THE H.R. DEPT. AND RE-SUBMIT YOUR OWN UPDATED TRIBAL APPLICATION, THANK YOU.**

Summary of Work: This position is primarily responsible for the coordination of the Respite Care Program, develop a respite care policy and standards of care, identify caregivers in each of the communities. This position will develop a needs assessment and coordinate services and training to assist the caregiver in performance of their services to the handicapped and elderly, assist 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: Develop Policy and Standards of Care, Identify the Caregivers in the communities. List the needs of the Caregiver, Identify the resources available to assist the Caregiver. Coordinate the training and services with the Tribal Programs.

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

Supervision Received: General Supervision by the Elderly Program Director.

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.

Education and Experience:

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