

**NORTHERN CHEYENNE TRIBE  
ELDERLY PROGRAM  
JOB ADVERTISEMENT**

**POSITION:** Caregiver Support Coordinator

**SALARY:** \$10.72 p.hr.

**DEPARTMENT:** Elderly Program

**ACCOUNTABLE TO:** Elderly Director

**CLASSIFICATION:** Full-Time, Non-Exempt

**OPENING DATE:** January 12, 2022

**CLOSING DATE:** January 26, 2022 @ 4pm

**How To Apply:** Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

**Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED  
(applicant will be notified of any missing documents)**

**SUMMARY OF WORK:**

This position is primarily responsible for the **coordination** of the Caregiver Support Program, develop a caregiver support policy and standards of care, and identify caregivers in each of the communities. This position **will** develop a needs assessment and coordinate services and training to assist the care giver 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, and **identify** the resources available to assist the caregiver. **Coordinate** the training and services with the Tribal Programs. **Transport** the handicapped and elders to town for shopping on a monthly basis.

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

**Supervision Received:** General Supervision by the Director.

**Essential Functions:** Great communication skills, Knowledge of basic office equipment, Knowledge of the communities within the Northern Cheyenne reservation and the residents.

### **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

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

### **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 and public speaking. Also, incumbent **must** have good public relations skills.

**Ability:** 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 or elderly.

### **JOB PERFORMANCE STANDARDS:**

- Perform assigned duties.
- Demonstrate ability to work under stress situations.
- Work well supervised.
- Adheres to standards of confidentiality.
- Deals tactfully and courteously with employees, management, and the public.
- Observe work hours and good attendance.
- Demonstrates punctuality.
- Establishes and maintains effective working relationship with employees, management, general public, and the 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 or G.E.D.
- Current **Montana Driver's License** required

- Cheyenne Speaker **preferred**, but not required