**Position Title:** Elders Program Coordinator

**Reports to:** DICI Executive Director

**Location:** Denver Indian Center, Inc.

**DICI Mission:** To empower our American Indian youth, elders, families, and community by promoting self-determination and economic, mental, and physical health through education, advocacy, and cultural enrichment.

|  |
| --- |
| **Position Summary**: Elders Program Coordinator provide culturally responsive services and programing for DICI elders. **Position Pay Scale:** $45,000-$48,000**Supervisory Role**: TBD**Responsibilities**: |

1. Respond to correspondence in a timely, efficient and effective manner (voice mail and email);
2. Must have the ability to plan and create Elder focused events, as well as intragenerational events.
3. Provide excellent customer service for all community members utilizing DICI and its programs including sharing information about DICI events, programs, and services.
4. Maintain safety and security for DICI.
5. Maintain strict confidentiality of all DICI records and proprietary information.
6. Adhere to DICI personnel guidelines (manual).
7. Adhere to DICI financial guidelines (manual).
8. Adhere to all applicable federal, state, local, DICI and program guidelines (regulations and laws);
9. Complete tasks in a timely, efficient, and effective manner.
10. Maintain records in a secure and complete manner.
11. Escort elders to and from activities which may include driving elders
12. Assist in the evacuation of elders
13. Demonstrate dependable, regular attendance
14. Concentrate and use reasoning skills and good judgment
15. Communicate and function productively within an interdisciplinary team
16. Sit, stand, bend, lift, push, pull, stoop, walk, reach, and move intermittently during working hours
17. Lift 35 lbs floor to waist, lift 35 lbs waist to shoulder, lift and carry 35 lbs, and push/pull 35 lbs
18. Other duties as assigned.

**Educational Requirements:**

1. Bachelor’s degree in Human Services, Education, or other equivalent degree.
2. Education and experience can be substituted for each other;
3. One year of experience with elderly population preferably in a multidisciplinary setting.
4. Continued professional development to expand knowledge to stay current with developing trends related to work responsibilities.

**Experience, Knowledge, and Skills:**

1. Experience working with AI/AN people.
2. Experience managing grant funded programs (Uniform Guidelines, grant writing, reporting, and budgeting).
3. Experience in program design, implementation, and evaluation.
4. Experience supervising professional staff.
5. Experience conducting professional meetings.
6. Proven experience working effectively with diverse groups.
7. Proficient with office equipment.
8. Proficiency with Microsoft Office Suite, database systems, and internet searching.
9. Experience in providing individual assessments.
10. Experience in providing trauma informed coaching.
11. Experience facilitating group instructional sessions.
12. Self-directed and motivated with strong organizational, systematic, and orderly abilities including a high attention to detail.
13. Ability to maintain an environment that attracts and retains diverse, highly qualified employees and volunteers.
14. Ability to work effectively with project officers, DICI/program employees, contractors, student interns, volunteers (including mentors), community partners, community groups (input and focus groups), and community members.
15. Excellent communication (listening) skills including the ability to develop and deliver both oral and written presentations; and
16. Excellent people skills (positive attitude, patience, inclusion, and ability to work with diversity respect and courteous).

**Other Requirements:**

1. A current/valid driver’s license and ability to be placed on DICI vehicle insurance.
2. A clean criminal background check.
3. Current CPR and First Aid certificate.
4. Ability to pass drug screening; and
5. Ability to work evenings, weekends and ’non-traditional’ shifts.

Note: *DICI employees are held accountable for all duties in this position. This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.*

**Application Instructions:** Submit cover letter and resume to information@denverindiancenter.org

**Application Closing Date**: In house - one week

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Signature:**

I hereby certify that I have reviewed the position description and agree to perform the responsibilities described therein. I understand the DICI may make modifications, additions, or deletions to this position description at any time.

Employee Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Date Received by HR for file |  |