



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
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Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	Yes
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	Yes

JOB DESCRIPTION

Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities.

Job Title: Elders Services Director

DEPARTMENT: Social Services

POSITION SUMMARY

The Swinomish Elders Services Program, is a Tribal center is seeking a knowledgeable professional with extensive experience responsible for the daily administrative and organizational operations of a multi service senior center. This position reports to the Social Services Director and works closely with staff and other departments in the planning and implementing of health, social services and support, fitness and exercise, educational, financial, personal enrichment, and recreational programs and activities for seniors.

ESSENTIAL DUTIES AND RESPONSABILITIES

- Plan, implement, and evaluate programs, events, and activities designed to enhance the lives of elders, Tribal members we serve, and our community.
- Provide leadership to staff and volunteers on all functions and programs in accordance with the mission, vision, and policies of the Senior Center, and the rules and regulations if applicable government agencies, and the Swinomish Tribe.
- Organize and manage the effective and efficient operations of staff and volunteers and ensure Tribal preference in staffing and appropriate skills through on-going staff development and performance management.
- Work diligently to perform oversight requirements providing adequate detail for operational transparency and decision-making.
- Ensure appropriate systems and technology are in place for effective operations.
- Develop and maintain a broad base of Center and department support through promotional activities, community engagement, and interviews.
- Prepare and manage budgets including financial reporting to supervisor, Elder’s committee, the General Manager, Senate, and funding sources

MINIMUM QUALIFICATIONS

Bachelor’s degree in Human Services, Social Work, Business Administration, or a closely related field, or equivalent work experience, plus at least five years of management and related work experience is essential.

Candidates should have experience and a passion to serve and work with the aging population and with a proven track record of achieving results in the areas of grant management, financial management and developing programs. Excellent organizational and interpersonal skills with the ability to prioritize and perform multiple tasks, with excellent attention to detail in a fast-paced environment. Excellent verbal and written communication skills are required, as well as demonstrated ability to work effectively with individuals of widely diverse economic, Native American, and social backgrounds.

- Hire, train and be a motivating mentor to staff.
- Ability to answer questions and remedy complaints.
- Create and nurture effective communication within the organization.
- Build a strong team through open communication and by collaborating on decision-making responsibilities.
- Initiate and set goals for programs based on the Tribes strategic objectives.
- Plan programs from start to finish, including identifying processes, deadlines and milestones.
- Develop, maintain, and approve program activities, operations and budgets.

REQUIRED KNOWLEDGE AND ABILITIES:

- Overseeing managers and other employees in their department
- Developing and implementing policies for supervisor and committee review
- Reporting to Senate, Committee, General Manager, and Social Services Director
- Planning, directing and coordinating department efforts
- Understanding and creating department budgets for upper-management
- Evaluating and developing strategies and plans for departmental success and elders' services
- Ensuring a healthy work environment for their employees and clients

WORK ENVIRONMENT AND TIME COMMITMENT:

- Work is performed at both in the office and in the community.
- Work schedule is 40 hours a week.
- Work hours may be required occasionally outside the regular 40-hour work week.
- Work performed in conjunction with other departments for wrap around client services.

EMPLOYMENT CONDITIONS:

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on a criminal background check.

Employee: _____

Supervisor: _____