



## Cow Creek Government Office

### Position Description

**Position Title:** Elders Program Coordinator

**Department:** Social Services

**Reports To:** Social Services Director

**FLSA Designation:** Non-Exempt

#### **POSITION PURPOSE:**

The Elders Program Coordinator will be responsible for providing transportation services to eligible Tribal member elders for accessing medical care, conduct home and hospital visits to assess needs and make referrals for services based on determined needs, and provide respite care for Tribal families as needed.

#### **ESSENTIAL FUNCTIONS:**

- Provide transportation as needed to assist Tribal families in accessing medical resources, appointments, and Tribal health services.
- Make home and hospital visits with Tribal families to assess service needs and assist Tribal families with accessing health resources, services and programs.
- Provide respite care for Tribal Elders as needed.
- Make referrals on behalf of Tribal families for Tribal and community based health services.
- Assist with Elder's program and activities including but not limited to congregate meals, home delivered meals, physical fitness, dietary services, Elder events, etc.
- Maintain current and confidential records on health resources, Tribal and community.
- Manage record keeping and reports necessary to run assigned programs and secure funding.
- Work with other Tribal Government Departments as needed.
- Assist with Tribal Food Bank as needed.
- Work closely with APD Tribal Navigator to provide services and assessment for higher level of care needs.
- Work with DHS Aging and People with Disabilities (APD), Area Agency on Aging (AAA) and Senior Services as well as other community partners to provide services and care.
- Manage the AOA Title VI grant.
- Must be able to interact with Tribal members and the general public in a courteous, professional, and efficient manner.

## **QUALIFICATIONS:**

- High School diploma or GED equivalent required.
- Certified/Licensed CNA preferred
- Valid Oregon driver's license, adequate transportation, and eligibility to operate GSA vehicles required.
- 1-2 years' experience in health services field required
- Must have First Aid, and CPR prior to hire and must be maintained as required thereafter.
- Must possess good communication skills; maintain flexible work schedule, and ability to work well with Tribal Members and other staff.
- Must possess good organizational skills.
- Ability to travel and work in a fast paced environment.
- Ability to pass a background check.
- Must have a valid current Oregon Drivers' License.