

Indian Center



Job Title: Elders Group Coordinator

Job Description:

Part time 20 hours per week Pay Rate \$17-\$20 Depending on Experience. Hours Vary in order to meet the needs of Elders in the community.

Reports To: Executive Director

Position Summary: *To provide support, food education, health education, and coordinate with the youth leader to provide cultural and traditional teachings to youth in the community.*

Job Duties:

Implement an outreach plan to recruit Native American Elders

1. Maintain a budget and plan activities accordingly
2. Establish a caseload of clients
3. Provide Case Management services
4. Teach food sovereignty programs to Elders to grow their own food and how to prepare healthy meals.
5. Perform movement activities to teach Elders to incorporate physical activity into their daily routines.
6. Utilize the seven circles of wellness model
7. Collect accurate data and submit a semi annual report to Project Manager on a timely basis.
8. Notify Project Manager of any changes to the Program

Qualifications:

- GED or High School Diploma required
- Ability to pass a background check
- Demonstrated ability to do community outreach
- Fluent in Native Culture practices, required
- Competence in serving the Native American population, demonstrated
- Must be able to work independently and demonstrate team building, problem solving, time management, stress management, and decision-making skills.
- Must possess great communication skills including effective verbal, writing, and listening skills and the ability to make effective presentations.

- Excellent organization and leadership skills including the ability to maintain effective working and community relationships
- Communicate in a friendly and informative manner with people from a wide variety of cultural and ethnic backgrounds.
- Must have good computer skills and be provident in Microsoft Word, Excel, internet, and email. And develop proficiency in data management software.

I agree to the terms and conditions as outlined in this job description:

Signature

Date