



Employee Job Description		
Position Title: Aging Grant Specialist		
Position ID #		
Facility: Sand Lake Government Center		
Job Family: Elder Services	Comp Grade: DOE \$20-\$27	Status: FT 40 hours

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

Aging Grants Specialist is a position that monitors funding reports and submits when due. The Grants Specialist also keeps the Aging components running smoothly.

Essential Functions: Grant reporting to keep program in compliance with guidelines required to allocated funds for Aging services. Supervising Aging staff and reporting to Director to aid in resolving if and when issues occur.

(Job Title) Job Duties:

- Submitting reports due to funding agencies when needed
- Coordinating trainings and meetings for staff
- Processing timecards for Aging employees
- Any other duties assigned by Elder Services Director

Type of Supervisory Responsibilities: Timecard processing, coordinating delivery drivers and nutrition site staff. Intake for new clients.

Directly Reporting to: Elder Services Director

Matrix of INDIRECT Reporting: St. Croix Tribal Council and St. Croix Tribal Administrator

Scope and Complexity:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices.

Physical Demands/Environment Factors: OE-Typical Office Environment: (Accountant, Administrative Assistant, Consultant, And Program Manager)

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to XX pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

Minimum Qualifications

- Proficiency level typically gained through a combination of high school diploma.
- Must demonstrate ability to assess customer and business needs and formulate plan of action. Able to identify potential issues and proactively contain and manage challenges.
- Requires basic to intermediate level computer skills and ability to access information in meaningful ways.
- Requires skill in conflict resolution and team building.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Requires effective presentation, verbal and written communication skills.
- Needs commitment to timeliness and attention to detail for acceptable customer service.

Preferred Qualifications:

- Experience with grant reporting and funding requirements
- Confidentiality is a must.
- Excellent written communication skills needed
- Excellent verbal communication skills needed.

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.