



Employee Job Description		
Position Title: Tribal Aging Program Manager		
Position ID #		
Facility: Sand Lake Government Center		
Job Family: Aging Department	Comp Grade: 21.79 Starting (Scale O)	Status: FT

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:

The Tribal Aging Manager is responsible for providing visible access point to obtain accurate and comprehensive information, ensuring all older adults have access to information, services, and opportunities available to them. The Tribal Aging Manager will provide resources for Tribal Elders on healthcare options, benefit specialist referrals, caregiver resources, dementia specialist services, nutrition, long-term care, and other pertinent elder related topics.

Essential Functions:

This position's mission is to assist, support, and advocate for the needs of the St. Croix Tribal Elders while meeting all grant requirements. The program is responsible for providing healthy nutritious meals as well as supportive services to Tribal Elders within the service population.

Tribal Aging Program Manager Job Duties:

- Develop departmental plans, goals and objectives and ensures compliance to contractual obligations and requirements
- Improve staff effectiveness by counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.

- Identify gaps in services and develop services to fill the gaps by collaborating with other organizations and departments
- Plan for, receive, and administer aging funds (Federal, State, Tribal)
- Recording services provided to elders in SAMS or other data management systems
- Secure additional funding and current grant funding for continuation and expansion of program services.
- Work to secure county or tribal wide transportation system
- Nutrition Management Responsibilities include:
 - Determining eligibility of participants for Home Delivered Meals
 - Monitor trainings for staff based on the requirements of a Nutrition Program
 - Organize and administer congregate meal program and home delivered meals including oversight of procuring the supplies, coordination of the kitchen food production and delivery, as well as providing the required Nutrition Education
- Any other duties assigned by supervisor

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent’s immediate manager.

Type of Supervisory Responsibilities: Aging Staff

Supervisory Responsibilities: Listed Above – Aging Staff

Directly Reporting to: Human Services Director

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Scope and Complexity:

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

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

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 45 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 public, in-person, or on the telephone.
- May require off-site travel.

Minimum Qualifications: Examples listed below

- Two-year's experience in related field (health and human/social services)
- Must have a valid Wisconsin Driver's License and be insurable. Includes the ability to travel for community events and home visits.
- Proven experience (personal or professional) with older adults, family and informal caregiver needs.
- Proven experience developing collaborative relationships, preferably with community organizations and health care professionals.
- Competence in public speaking and engaging community members and professionals in discussions about community resources.
- The ability to provide culturally competent services and supports, function independently and be resourceful in the roles undertaken.
- The ability to adjust work hours to meet with program participants and to provide community and employer outreach and educational programs.
- Computer skills required. Must have experience with Microsoft Office: Word, Excel, and Outlooks. Must have ability to learn software used to record and report program data and information.

- **Preferred Qualifications:**

- Bachelor's degree in health or social service field is highly preferred.
- Experience working within a Tribal Community preferred.
- Experience in working with grant management preferred.
- Experience in working as a program manager preferred.

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID Employee Printed Name Employee Signature Date

Supervisor Printed Name

Supervisor Signature

Date

*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.