



MONACAN INDIAN NATION

Senior Center Program Manager

Full-time

Salary: \$40,000 - \$45,000

Indian Preference applies

Job Summary:

Responsible for supervising operations, activities, volunteers, and staff of a Tribal Senior Center. Ensures programs, activities, congregate meals and transportation for Monacan Indian Nation seniors in the community.

Organizational Relationship:

Reports to the Tribal Administrator and Chief.

Essential Functions:

Major duties are listed below but are not all-inclusive.

- Plans, organizes, assigns, supervises, reviews and evaluates the work of assigned staff.
- Provides input into the center's budgetary and goal setting processes; oversees and manages expenditures; works with Procurement Technician to ensure adequate supply inventories.
- Develops and maintains ongoing working relationships with other social services agencies, organizations, services clubs, and community groups; participates in active outreach at events in the Monacan community.
- Performs daily, monthly, quarterly, annual reporting and data entry.
- Ensures compliance with all federal, state, local and department laws, regulations, and requirements.
- Ensures that food preparation equipment, cooking and serving utensils, kitchen work areas and the dining area are orderly, clean, and sanitary.
- Evaluates and monitors assigned activities/programs and recommends improvements.
- Contributes to the efficiency and effectiveness of the division's service to its customers by offering suggestions and directing or participating as an active member of a work team.

Qualifications:

Education and Experience:

High School Diploma or GED, and supervisory experience. Associate degree or equivalent in human services, social work, psychology, or a related field and 1 year experience is preferred.



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Required Knowledge and Skills:

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Program policies and procedures related to the provision of human services.
- Principles and practices of facilities management.
- Practices and methods of senior services or community center need assessments and program evaluation.
- Crisis intervention and counseling techniques and practices.
- Community resources and programs available to clients.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Record keeping principles and practices.
- Strong communication skills and business arithmetic.
- Correct business English, including spelling, grammar, and punctuation.
- Computer applications related to the work.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- First Aid, CPR, and elder abuse training/certification within three (3) months of date of employment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting; strength and agility to lift materials weighing up to 50 lbs.; stamina to stand and walk for extended periods of time; vision to read printed materials and computer screens; hearing and speech to communicate in person or over the telephone.

Work is subject to performance under temperature extremes, noise, and chemicals.