THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH1179895**	DATE POSTED:	**02/09/15**
POSITION NO:	**153617**	CLOSING DATE:	**02/23/15**
POSITION TITLE:	**Senior Center Supervisor**		
DEPARTMENT NAME / WORKSITE:	**DOH/Navajo Area Agency on Aging/Crownpoint, NM**		

WORK DAYS:	**Monday - Friday**	REGULAR FULL TIME:	☑		GRADE/STEP:	**AB61A**
WORK HOURS:	**8:00 am - 5:00 pm**	PART TIME:	☐	NO. OF HRS./WK.:	$ **31,179.20**	PER ANNUM
		SEASONAL:	☐	DURATION :	$ **14.99**	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under the supervision of Program Supervisor will perform of moderate difficulty and having responsibilities for the followingt: To manage Senior Citizens Center operation within a community chapter(s) and supervise Drivers and Cooks. To administer the Older Americans Act (OAA) Title III services, which includes Social Support Services, Congregate and Home Delivered meals to elder population. To manage all services, fiscal and Human Resource activities at Senior Center, which include but not limited to food purchases, ensure preparation of nutritious meals, requisitions, chapter cost-sharing, technical assistance to local senior council, code compliance, employee/volunteer training, correspondence, recording and data reporting, complying with contractual services, and employee discipline and promotions. Will cook and drive as an incidental duty. To advance the elder's standards of living, productivity and self-reliance through communication, collaboration, coordination and consultation with appropriate agencies, programs and resources. To engage in community-based planning and its implementation for chapter community, which includes but not limited to facility renovations, attending chapter meetings/staff meetings, chapter emergency committees, taskforce committees and other futuristic planning.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A high school diploma or GED; and three (3) years experience in office management or administration of elderly; one (1) year of which must have been in a supervisory/lead capicity.

Preferred Qualifications:

Associates degree in Business Administration or related field

Special Requirements:

- Possess a valid state driver's License
- *Incumbents must obtain a Navajo Nation Vehicle Operator's Permit, Food Handler's Permit, a Cardiopulmonary Resuscitation (CPR) Certificate and a First Responder Certificate within 90 days of date of hire.*
- *Depending on the need of the Navajo Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.*

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Three years training in Principles of Accounting and Case Management preferred. Four years of administrative experience and financial management. Work involves a minimum of lifting 50 lbs. of boxes of materials/documents. **Must be able to work overtime and weekends.**

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.