THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DOH12023011	DATE POSTED:	03/09/22
POSITION NO:	157090	CLOSING DATE:	03/29/2022 by 5pm
POSITION TITLE:	**Senior Center Supervisor**		
DEPARTMENT NAME / WORKSITE:	Division of Aging & Long Term Care Support - Cameron, AZ		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	BQ61A
WORK HOURS:	8am - 5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 35,558.64	PER ANNUM
SENSITIVE	☑	SEASONAL:	☐	DURATION :	$ 17.03	PER HOUR
NON-SENSITIVE	☐	TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Agency Program Supervisor, performs duties of moderate difficulty with responsibilities of managing Senior Center operations within a community chapter. Administer the Older Americans Act (OAA) Title II services, which includes Social Support Services, Congregate and Home Delivered meals to the elder population. Manage all services, fiscal and human resource components at the Senior Center, which includes but not limited to food purchases, ensures preparation of nutritious meals, requisitions, chapter cost-sharing, technical assistance to local senior council, code compliance, employee/volunteer training, correspondence, recording and reporting, complying with contractual services, and employee discipline and promotions. Provide reports to chapters planning committees, monthly inventories & monitoring for contract compliance, SOW, & performance measure. Assist cooks and drivers 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, taskforce committees and other futuristic planning. Ensures all appropriate documents are submitted to the Agency office timely for approval and processing. Assists with case management, clientele eligibility-assessments (ASCAP), attends all meetings/trainings, involved in budget planning to ensure adequate operating of Senior Center.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

• A high school diploma/GED; and three (3) year experience in office management or administration of elderly; one (1) year of which must have been in a supervisory/lead capacity; or an equivalent combination of education and experience.

Special Requirements:

• Possess a valid state driver's license.
• A favorable background investigation.

(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:

Knowledge in Principles of Accounting and Case Management preferred; knowledge and experience in administrative and financial management; knowledge and experience involves a minimum of lifting 50 pounds; knowledge, skills and ability to work with elderly clientele, good business, management and planning practices; resourceful in assisting the needs of elderly clientele; knowledge of applicable Navajo Nation, Federal, State and Local laws, policies and procedures. Must show understanding of physical and emotional impacts of elderly clientele with skills in listening, understanding, preparing and implementing programs beneficial to their needs. Ability to communicate effectively in Navajo.

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