THE NAVAJO NATION
DEPARTMENT OF PERSONNEL MANAGEMENT
JOB VACANCY ANNOUNCEMENT

Requisition No: **DOH1207934** Date Posted: **07/01/13**

POSITION NO: **158180** Closing Date: **07/15/13**

CLASS CODE: **3824**

POSITION TITLE: **Senior Center Supervisor**

DEPARTMENT NAME: **Navajo Area Agency on Aging**

DEPARTMENT NO: **120** WORKSITE LOCATION: **LeChee, AZ**

WORKS DAYS/HOURS:

Days: **MON - FRI**

Hours: **8:00 am - 4:00 pm**

POSITION TYPE:

Permanent: ☑

Temporary: ☐

Part-Time: ☐

Duration: _____

No. of Hrs/Wk: **36**

GRADE: **R61A**

SALARY:

$ **26,451.36** Per Annum

$ **14.13** Per Hour

Position budgeted @ 72 hrs PPE

DUTIES AND RESPONSIBILITIES:

Plans, organizes, assigns, and coordinates activities of the staff and volunteers at the Senior Center engaged in providing meals and transportation for the elderly; assigns tasks to employees, such as cleaning the facilities, cooking and serving meals, delivering food trays for elderly at home; assists in feeding the elderly patients; ensures compliance with applicable environmental health and safety rules and regulations; conducts needs assessments to determine client need for services, referrals and prioritizes clients for services; posts information of activities for the employees, participants, and the public; interprets for clients when necessary.

Coordinates office services and day-to day-operations; serves as the contact person to the Local Senior Council in providing technical assistance; purchases groceries, personal hygiene supplies, and other supplies needed; prepares purchase requisitions; submits receipts, itemized listings, and required reports; submits intake documentation; reviews, prepares and answers correspondence, timesheets for staff; plans and schedules appointments for center staff to attend trainings and licensure renewals; evaluates employee performance; determines material & equipment needs.

Maintains documentation of facility activities; assures mileage logs are maintained for vehicles) and number of meals served are recorded; prepares travel authorization; ensures all expenditures are posted in all ledgers; prepares required reports; performs tasks assigned by Program Supervisor II maintains a network of resources to assist the elderly population both locally and agency-wide; assists clients with completing applications for various benefits available; operates motor vehicle when necessary; prepares meals as incidental duty.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

three (3) years experience in office management or related to administration of elderly; one (1) year of which must have been in a supervisory/lead capacity; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

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

Special Knowledge, Skills and Abilities:

Knowledge of business practices, procedures, computer skills and office management; knowledge of basic accounting procedures; knowledge of budgeting and purchasing procedures. Fluency in the Navajo language is strongly preferred.

License/Certification Requirements:

Must possess a valid state driver's license, a Navajo Nation Vehicle Operator's Permit, and Food Handler's Permit. Must obtain within 90 days of employment: a Cardiopulmonary Resuscitation (CPR) Certificate and a First Responder Certificate.

Position requires a background check and suitability assessment prior to employment.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***