

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH12014102

DATE POSTED: 07/17/17

POSITION NO: 153652

CLOSING DATE: 07/28/17

POSITION TITLE: Senior Center Supervisor (S)

DEPARTMENT NAME / WORKSITE: DOH/Navajo Area Agency on Aging /Tolani Lake Senior Center, Tolani Lake, AZ

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:

Plan, organizes, assigns, and coordinates activities of the staff and volunteers at the Senior Center, engage in providing meals and transportation for the elderly, assigns daily/weekly/monthly tasks to employees, ensure proper preparation of meals, cooking and serving meals, coordinates Congregate and Home Delivered Meals, ensures compliance with applicable U.S. and Navajo Nation Environmental, Health, and Safety rules and regulations, conducts needs assessments to determine client eligibility for services, referrals and prioritizes clients for services, posts information of activities for the employees, participants, and the senior clients, interprets for clients when necessary, and recruit and manage Senior Respite and Housekeeping Services.

Coordinates office services and day-to-day operations, serves as the contact person to the Local Senior Council in providing technical assistance, procure senior center food supply, janitorial/operating supplies, and other supplies needed, interdepartmental financial processes, able to conduct and prepare inventory reports at all levels and other program required reports, able to comprehend, apply, and direct Case Management, professionally adhere to business correspondences, manage Human Resource responsibilities at the Senior Center level and be proactive in program and staff needs.

Able to take direction responsibly from immediate supervisor and other top management administrators and have full proper Customer Service Skills.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or 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:

- A favorable background investigation is required.
- Possess a valid state driver's license.

(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 financial management, general Human Resource, business planning, computer literate. Able to speak Navajo and English language without difficulty. Depending on the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

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