

**THE NAVAJO NATION
DEPARTMENT OF PERSONNEL MANAGEMENT
JOB VACANCY ANNOUNCEMENT**

Requisition No: DOH1202265
POSITION NO: 272915
CLASS CODE: 3824

Date Posted: 08/02/10
Closing Date: 08/16/10

POSITION TITLE: Senior Center Supervisor
DEPARTMENT NAME: Navajo Area Agency on Aging
DEPARTMENT NO: 120 WORKSITE LOCATION: Leupp, Arizona
WORKS DAYS/HOURS: POSITION TYPE: GRADE: N610A
Days: MON - FRI Permanent:
Hours: 8:00 am - 4:00 pm Temporary: Duration: SALARY: \$ \$28,371.20 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ \$13.64 Per Hour

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/training applicant must submit copies of transcript, certificates, diploma, etc.)**

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.

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