

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH1197435
POSITION NO: 158576
CLASS CODE: 3824
POSITION TITLE: _____

Date Posted: 01/28/13
Closing Date: 02/08/13

DEPARTMENT NAME: Navajo Area Agency on Aging/Senior Citizen Center Program
DEPARTMENT NO: 119 WORKSITE LOCATION: Cove, AZ
WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R61A
Days: Monday - Friday Permanent:
Hours: 8:00 am - 4:00 pm Temporary: Duration: _____ SALARY: _____
Part-Time: No. of Hrs./Wk. 36 \$ 26,451.36 Per Annum
\$ 14.13 Per Hour
POSITION BUDGET AT 72 hours Per Pay Period Ending.

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 tasks to employees, such as cleaning the facilities; preparing, cooking and serving meals, coordinates delivery of food trays to elderly clients home, ensures compliance with applicable 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 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; procure center food supply, janitorial/operating supplies, and other supplies needed; prepares purchase requisitions; submits receipts, itemized listings, and required reports; submits intake documents; reviews, prepares and answers correspondences, timesheets for staff; plans and schedules appointments for center staff to attend trainings and licensure renewals; evaluates employee performance; determines material & equipment needs.

Maintain necessary documentation for 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 any/other required reports; performs tasks assigned by Program Supervisor II, may coordinate network of resources to assist the elderly population both locally and agency wide; operates motor vehicle when necessary; when necessary supervisor is required to assume tasks and responsibilities of cook and driver; and other assigned duties.

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, degree, certificates, diploma, permits, 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. Knowledge of business practices, procedures and office management; some knowledge of basic accounting principles; some knowledge of food service equipment; some knowledge of the characteristics of various foods prepared, e.g., color taste, consistency, volume, and cooking time, computer literate, knowledgeable with computer software.

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: Cardiopulmonary Resuscitation (CPR) and First Responder Certificates and must pass a physical examination.

**** Will be subject to a Fingerprint Clearance and Background Check****

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