

SENIOR CENTER SUPERVISOR

DEFINITION: Under general supervision, performs work of moderate difficulty overseeing the activities of staff engaged in providing transportation, cooking and serving meals and social support services activities at the Senior Citizen Center; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, organizes, assigns and coordinates activities of the staff and volunteers at the Senior Citizens 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 participants; 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 Citizens 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, answers correspondence, and prepares timesheets for the staff; plans and schedules appointments for center staff to attend training and licensure renewals; evaluates employee performance; interviews and recommends selections, promotions, status changes, awards and disciplinary actions; determines material, equipment and facility's 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 the agency coordinator; 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 vehicles when necessary; prepares meals as incidental duty.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of business practices, procedures and office management.

Knowledge of the available resources to assist senior citizens obtain products/services they need/want.

Knowledge of applicable Navajo Nation, federal, state and local laws, ordinances, statutes, rules, regulations, policies and procedures.

Knowledge of principles and practices of management, supervisors and planning.

Knowledge of the issues concerning senior citizens of the Navajo Nation.

Knowledge of physical and emotional needs of senior citizens.

Skill in providing services to senior citizens.

Skill in listening and understanding the needs of senior citizens.

Skill in preparing and implementing programs beneficial to senior citizens.

Skill in researching and discovering programs helpful to senior citizens.

Skill in assisting senior citizens with normal everyday activities.

Ability to communicate effectively in the Navajo language with senior citizens.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate to heavy physical effort in assisting elderly clients.

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;

PREFERRED QUALIFICATIONS:

- Associates degree in Business Administration or related field.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit, Food Handler's Permit, a Cardiopulmonary Resuscitation (CPR) Certificate and a First Responder Certificate within 90 days of date of hire.

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.