



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Senior Center Coordinator

SALARY RANGE: \$35,158 – 52,737 annually, DOE

DEPARTMENT: Senior Center

POSITION STATUS: Full-time

PERIOD TO APPLY: Open Until Filled

FLSA STATUS: Exempt

SUPERVISOR: Tribal Programs Administrator

JOB POSTING ID: SR-0001

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

BASIC PURPOSE:

Incumbent in this position is responsible for staff planning, counseling, directing and controlling program functions; analyses and resolves internal problems; performs program decision making; reviews and monitors progress and financial reports; develops and submits all required documents and reports on a timely basis; conducts required staff training through internal and external resources; interprets and implements official policies and regulations; develops and maintains good public relations with elderly, community, tribal administrative staff, other on-going tribal programs, and other public and private agencies; and makes sure all monies are spent each year on all programs grants; this shall be done monthly according to a schedule prepared at time of grant preparation.

ESSENTIAL FUNCTIONS:

- Plans, directs and coordinates activities of designated project activities to ensure that goals and objectives specified for the project are accomplished in accordance with prescribed priorities, time limitations and funding conditions.
- Prepares project proposals and plans to ascertain meeting the needs of the elderly, within the timeframe and funding allocation and determines methods and procedures for accomplishing project staffing allocation requirements.
- Develops and implements staffing plans and establishes work plan and schedules for each phase of project in accordance with funding limitations and regulations.
- Confers with staff to outline project plans, designate personnel who will be responsible for each phase of project and scope of activity.
- Directs and coordinates activities of project through delegated subordinates and establishes budget control system for controlling expenditures.
- Prepares reviews and submits reports on status of each phase and modifies schedules accordingly.
- Prepares project status and narrative reports for submission to Advisory Council, Tribal Government, and Administration on Aging (AOA), U.S. Department of Agriculture-Food and Nutrition Services (USDA-FNS), NM State Agency on Aging and other related agencies.
- Confers with project and supportive personnel to provide technical advice and to assist in solving internal problems.
- Conducts periodic general public meetings for the elderly and interested residents to report on progress, accomplishments, conducts needs assessments and encourage elderly involvement and coordination.
- Coordination that service delivery effort is achieved through quarterly tribal project directors meetings in conjunction with tribal administration staff.
- Seek and secure other resources to supplement program funding, i.e., private sector, grants, foundations, etc.
- Coordinate service delivery efforts with all state, regional, federal and other agencies to ensure maximum results.
- Must attend and satisfactorily complete all training and meetings as directed by Division Director.
- Other duties as assigned.

REQUIRED COMPETENCIES

- **Integrity / Honesty:** All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to client confidentiality, HIPAA, handling, tracking of budgets, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Teamwork:** All Santo Domingo Tribe employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.
- **Goal and Task Management:** Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Manage Resources:** Incumbent must be able to hire, provide direction to and develop internal personnel; identify strategic issues and develop short/long-range plans; provide direction to, and manage department personnel; budget and prioritize work load; identify key factors affecting personnel; and develop effective programs to maximize performance.
- **Decisiveness:** Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.
- **Vision:** Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.
- **Interpersonal Skills (Working with others):** Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.
- **Teaching Others:** Incumbents in this position must be able to take responsibility for the development of individuals and grounds through appropriate teaching, guidance, and coaching techniques.

MINIMUM QUALIFICATIONS:

- BA in public administration, gerontology, or related field; OR at least 3 years of progressively responsible experience in a public service agency, gerontology related work, program administration; OR a combination of education and experience.
- Bi-lingual in the English/Keres language preferred.
- Excellent grant writing, computer and managerial skills to coordinate a multifunctional organization.
- Excellent oral and written communication skills to focus the efforts to meet the Santo Domingo Tribe goals.
- Must have CPR/First Aid certification.
- Tribal Government experience preferred.
- Valid New Mexico driver's license with ability to meet Santo Domingo Tribe liability insurance requirements and maintain eligibility for insurance.

HOW TO APPLY:

Please submit complete application:

- By email: SDTHumanResources@kewa-nsn.us
 - Subject line: **Senior Center Coordinator – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Tribe Employment Application (**available at santodomingotribe.org/careers**)
- Cover Letter
- Resume
- Copy of LCSW, LPCC, PsychD, and/or Ph.D., or any other clinical licensure.