



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Sr. Center Respite Care Coordinator

SALARY RANGE: \$\$16.00-\$20.00 hourly, DOE

DEPARTMENT: SD Senior Center

POSITION STATUS: FT Non-exempt

SUPERVISOR: Luciano Baillon

JOB POSTING ID: SDSC 190712

Open till filled

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 providing respite care to elderly residents with disabilities onsite in the individual's residence for short periods of time; plan, coordinate, and implement recreational, social, and cultural activities; prepare meals for seniors when needed, provide transportation; and prepare and maintain monthly activity reports and statistical data to the Aging and Long Term Services Department (ALTSD) at NM state and Title VI program.

Essential Functions:

- Prepare and provide monthly activities and statistical reports to ALTSD at the state, Title VI, and the Department Director.
- Provide transportation services to ensure convenient and safe transportation to and from the senior center, doctor appointments, hospital and for everyday errands.
- Work with other employees and programs (e.g. CHR, Diabetes, and Fitness) to provide health promotion and disease prevention activities and recreational programming.
- Cook meals for the seniors at the senior center and clean up in the absence of cook.
- Recruit respite workers to provide services to tribal age-eligible seniors.
- Contact community members to encourage participation.
- Perform physical inventory of food, supplies, and equipment on weekly basis and keep record.
- Ensure that the food, refrigerator, freezer, and dry storage temperatures logs are recorded and maintained on daily basis.
- Coordinate fundraising activities.
- Conduct semi-annual home visits for needs identification and assessment.
- Participates in management meetings involving the formulation and implementation of programs, policies and budgets.
- Establishes priorities and assigns projects as needed for respite care program; approves and is accountable for day-to-day operations and long-range management plans to ensure accomplishment of goals and objectives consistent with applicable statutes, laws and regulations.
- Reviews financial reports and works with director to make changes to increase revenue and reduce operating expenses.
- Provide timely, complete, legible, and accurate documentation of all activities.
- Ability to maintain data and modify educational programs to be consistent with the cultural requirements.
- 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 cash transactions, 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.

- **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 groups through appropriate teaching, guidance and coaching techniques.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED Equivalent; plus, a minimum of 2 years working with special needs clientele.
- Requires manual dexterity and the ability to lift 75 pounds as well as assist or lift clients in and out of bathtubs, chairs, beds, etc.
- Excellent 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 packet.

- By email: SDTHumanResources@kewa-nsn.us, subject line: **Sr. Center Respite Care 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
- Cover Letter
- Resume