Job Description

**Job Title:** Director of Elders’ Affairs

**Department:** Elders’ Department

**Reports To:** Health and Human Services Director

**FLSA Status:** Full-time, Exempt

**Compensation:** Range: $55,000 - $67,540. Annual

**Employee Benefits:** Medical, Dental & Vision, and Paid Vacation Plan

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**SUMMARY:** The Mashpee Wampanoag Tribe is seeking a professional Tribal Elders’ Director. Professional, supervisory, administrative, and human service work in developing and implementing programs and grants to serve the tribal community’s elder citizens. The Director works under the policy and direction of the Human Services Director and the Tribal Administrator. We believe our Elder’s deserve respect, advocacy, and assistance with their daily needs. Their precious and valuable experience provides needed guidance for current and future Tribal Leadership. The Director will provide cultural education and recreational activities for Tribal Elders, including community support and outreach to Elder Tribal Members. Director supervises program staff and volunteers, and is responsible for the overall development and management of the Elder’s Program. This position provides in-direct administrative support for the Tribal Elders Council. The Elders’ Director will be responsible for all aspects of planning, promotion, implementation, supervision and evaluation of the Department of Elders.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The Elders Director shall be responsible for the following:

- Develop and maintain program policies, procedures, and results
- Develop Vision, Mission, and Goals for the Elders Program
- Manage a successful Elder Transportation, Leisure, and Assistance Program
- Direct subordinates, and others
- Supervise and conduct social, educational, recreational, and health programs for tribal elders, and develop efficient ways to meet the needs of tribal elders
- Manage employee performance in meeting department goals and objectives
- Provide a variety of social, health and information services
- Develop new funding opportunities

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Open Until Filled
• Conduct annual employee, goals, objectives, and performance management
• Conduct annual dept. audits, budget planning and review
• Attend monthly Director meetings and conduct monthly team meetings
• Define, and communicate monthly reports on all programs, projects, conferences, and related events
• Manage work schedule and calendar planning for dept. coverage
• Exercise integrity and ethics in business
• Support MWT Core Values and Concepts
• Assumes other duties as assigned
• Responsible for compliance of The Employee Handbook

**Competencies**
To be successful, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

• Ability to manage and lead a team
• Ability to train and supervise employees and volunteers effectively
• Ability to establish and maintain a relationship with Elders’, service providers, human services agencies and the tribal community
• Knowledge in all areas of historical, traditional, cultural, and social conditions
• Sensitivity and respect for multi-generational needs
• Problem solving skills
• Project management skills
• Effective time management skills
• Ability to remain professional when communicating with Elders
• Ability to maintain confidentiality

**Education/Experience Requirements:**
Associates Degree in Social Work, Human Services or a closely related field and 2-3 years of experience in a related field; or an equivalent combination of education and experience. Five or more years of strong managerial experience may be substituted for education requirements. Bachelors’ degree in Social Work desirable.

**Additional Requirements:** Must have a valid Drivers’ License. Must pass a CORI criminal background check and toxicology screening.

**Apply by sending application, resume, and cover letter to:**
Preference is given to qualified Native American candidates in accordance with the Indian Preference Act of 1934 (Title 25, U.S.C., section 472)