Elder’s Program Coordinator

The Elder’s Program Coordinator Contractor is responsible for working closely with the Direct Services Administrator (DSA) or Designee in coordinating departmental events and activities relative to the Elders Services.

The Contractor is responsible for:

- Communicating with the Tribal Elders through phone, emails and USPS Mail.
- Surveying the Elders to determine their interests, priorities and needs.
- Planning and coordinating Elders activities and Social Luncheons.
- Coordinating and or arranging transportation for all Elders Activities.
- Notifying the Elders, via email and or USPS mail invitation of all program events and activities.
- Collecting and disseminating information for the ordering or goods and services for the Elders Program.
- Providing outreach to Elders residing in the Elders Program delivery area.
- Coordinating or arranging Zoom video calls with Tribal Elders within and outside the Elders service delivery area.
- Providing information and referrals to other services.
- Coordinating Chore and Companion Contract Services to Elders.
- Ensuring that pictures are taken at any Elders activities or events.
- Providing a brief written Elders Activities Update for the General Membership Quarterly Meeting Packet.
- Performing any other related duties as requested by the DSA or its designee.
- Contractor shall meet with the DSA or Tribal Council as requested to report on progress and constraints.

The Contractor agrees and shall hold in strict confidence the business affairs of the Tribe, and shall not discuss or share the personal information of the clients and or any information discussed in Executive Sessions, except the outcome of the votes as instructed or appropriate.

Tribal Elders will be given hiring preference.

Compensation $25.00 / hour