



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
britneyr@spiritlekenation.com

Job Title:	Elder Protection Coordinator	Open Date	February 12, 2024
SL Program:	Senior Services	Close Date	Until Filled

Position Objective: This position is responsible for the development and implementation of protection monitoring, information dissemination, referrals, legal services, emergency protection assistance and community-based protection programming for elderly and disabled individuals residing on the Spirit Lake Tribe Reservation and the surrounding communities.

Work is performed and duties are carried out in accordance with established policies and procedures.

- Major D Increase community awareness of elder abuse issues through meetings, gatherings, social media, and presentations.
- Develop on-call crisis management services for victims of elder abuse by working in collaboration with agencies and organizations that provide services to victims of elder abuse.
- Develop and monitor plans for elders experiencing abuse.
- Maintain up-to-date records on elders contact information, identify needs, and services through the coordination of services with partnering agencies.
- Provide referrals to available resources including medical services, counseling, law enforcement, restraining orders, legal services and temporary housing for displaced individuals.
- Assist clients with preparation of forms, such as requests for protective orders and application for services, including conservatorship if needed.
- Organize and conduct monthly, quarterly, and semi-annual meetings for tribal and partnering service providers, staff, elders and families to provide culturally competent education on elder abuse, victim rights, laws and available resources.
- Coordinate with other members of the Tribal Justice Law & Order Advisory Board to better meet the needs of victims of crimes against elders.
- Assist with coordinating the Elders Community Needs Assessment.
- Collect data and analyze, prepare and distribute monthly program activity reports; including quarterly data reports addressing the stated performance measures in the grant; collaborate with academics and consultants to assist with collecting qualitative and quantitative evaluation; and distribute year-end process evaluation.
- Prepare reports and submit to the Director of the Senior Services Program for the tribal council noting the clients' needs in relation to the violence committed, services provided, and assessing the effectiveness of service delivery methods.
- Recruitment and training of volunteers.
- Consistently follow all client confidentiality policies.
- Attends department approved training programs.
- Must comply with federal laws and regulations as required by the Health Insurance

Portability and Accountability Act (HIPAA).

- Must comply with Spirit Lake Tribe Personnel Policies & Procedures Manual.
- Performs related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of Spirit Lake Tribe departments, programs, and services.
- Knowledge of relevant federal, state, and local laws, accrediting agency rules and regulations.
- Knowledge of the needs and challenges of the aging process.
- Knowledge of current issues and treatments related to preventing elder abuse, neglect, and exploitation.
- Knowledge of special needs and social-emotional circumstances of elderly people and their families.
- Knowledge of crisis intervention techniques and principles with aging individuals and families.
- Knowledge of the principles of sociology and psychology.
- Knowledge of the Dakota culture and traditions of Spirit Lake and surrounding communities.
- Knowledge of health programs and elder health issues.
- Knowledge of interviewing methods and techniques.
- Knowledge of available community resources and their appropriate utilization.
- Knowledge of the types of crimes that potentially affect elders with cognitive impairment for memory issues or dementia.
- Knowledge of Tribal policies and procedures.
- Knowledge of modern office practices and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of customer service principles.
- Knowledge of the correct and effective use of English, including grammar, spelling, and punctuation.
- Ability to work independently and collaboratively in a team environment.
- Ability to complete National Clearinghouse on Abuse in Later Life (NCALL) Education Series for Coordinators.
- Ability to quickly and accurately assess situations encountered.
- Ability to exercise sound judgment in determining courses of action.
- Ability to demonstrate respect to elders.
- Ability to advocate for client and community services.
- Ability to deal effectively with hostile/aggressive clients and others contacted during work.
- Ability to develop and maintain data to complete reports received and interventions.
- Ability to work with other professions effectively.
- Ability to lead teams.
- Ability to plan meetings and community events.
- Ability to learn and continuously improve, to be audited, observed, and reviewed.
- Ability to organize the multiple demands of the job.
- Ability to prioritize and shift priorities to accommodate changing needs of the department.
- Ability to work with personal computers and utilize a variety of software applications, including database and office software systems.

- Ability to communicate clearly and effectively, both orally and in writing, using tact and sensitivity.
- Skill in personal effectiveness and credibility; understands the importance of maintaining confidentiality, able to maintain confidentiality.
- Skill in time management, prioritizing and organizing work, and attention to detail.
- Skill in managing program budgets.
- Skill in interpersonal relations and customer service.
- Skill in use of personal computer and a variety of job-related software applications.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.
- Skill in the maintenance of files and records.

Physical Demands/Work Environment

The work is sedentary. Typically, the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items, such as papers, books, or small parts; or driving an automobile. The employee must be able to read, write, speak, and hear.

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, requiring use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory and Management Responsibility

This position has no supervisory responsibility or authority.

Minimum Qualifications:

- Associate degree in criminal justice, medical, social work, or related field. Bachelor’s degree is preferred.
- Three (3) years of progressively responsible relevant experience in health services, social services or in an educational setting, sufficient to perform the essential functions of the position. Experience working with elders is preferred.
- Experience demonstrating cultural competency and sensitivity.
- Ability to multitask and cope in a high-pressure environment.
- Knowledge of computer programs.
- Knowledge of social media platforms and outreach activities preferred.
- Strong communication and organizational skills.
- Must have reliable transportation.
- Willingness and ability to travel.
- Must possess and maintain a current, active and unrestricted driver’s license issued by the State of North Dakota with a clean driving record.
- Must be insurable under the Spirit Lake Tribe driving policy.

<ul style="list-style-type: none"> • Must successfully pass a criminal and background check, and a pre-employment drug screen. 			
Job Role:	Elder Protection Coordinator	Company Industry:	Senior Services Program
Exempt/Non-exempt	Non-Exempt	Closing Date:	Until Filled
Employment Status:	Full Time	Reports To:	Director
Grade:	14	Manages Others:	No
Number of Vacancies:	1	Classification : Exempt/Non-exempt	Non-Exempt
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	mkeo@spiritlakenation.com or britneyr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272
Application Procedure	<p>Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.</p>		