



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
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<b>Job Title:</b>	<b>Elder Protection Coordinator</b>	<b>Open Date:</b>	<b>March 23, 2021</b>
<b>SLT Program:</b>	<b>Senior Services</b>	<b>Close Date:</b>	<b>Until Filled</b>

**Position Objective: To identify, Coordinate for the Elderly and disabled individuals residing on the Spirit Lake Nation and surrounding communities.**

- Major Duties & Responsibilities:**
- Increase community awareness of elder issues through meetings, gatherings, social media, and presentations.
  - Develop on-call crisis management services to 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 elder’s 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, restrain 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 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 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, preparing and distributing monthly program activity reports; including quarterly data reports addressing the state performance measures in the grant; collaborating with academics and consultants to assist with collecting qualitative and quantitative evaluation; and distributing year-end process evaluation.
  - Prepare written and verbal reports 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.
  - Must follow all client confidentiality policies and HIPPA Regulations
  - All other duties assigned related to program outcomes.

**Qualifications, Experience and education required:**

**Knowledge of:**

- Thorough knowledge of the needs, and challenges of the aging process
- Current issues and treatments related to preventing elder abuse, neglect, and exploitation
- Knowledge of special needs and social-emotional circumstances of elder people and their families
- Crisis intervention techniques and principles with aging individuals and families
- Principles of sociology and psychology.
- Dakota culture and traditions, on Spirit Lake and surrounding communities.
- Health programs and elder health issues
- Interviewing techniques.
- Available community resources and their appropriate utilization.
- Knowledge of the type of crimes that potentially affect older people
- Relevant Federal, State, and local laws, regulations, and codes.
- Tribal policies and procedures

**Ability to:**

- Quickly and accurately assess situations encountered.
- Exercise sound judgement in determining courses of action.
- Demonstrates respect for elders
- Advocate for client and community services
- Demonstrates ability to work with other professions effectively
- Deal effectively with hostile/aggressive clients and others contacted during work.
- Handle multiple tasks simultaneously
- Communicate clearly and concisely, both orally and in writing.
- Plan meeting and community events
- Ability to develop and maintain data to complete reports received and interventions
- Lead teams and demonstrate ability to work as a team member

**Skills:**

- Strong verbal and written communication skills
- Strong commitment to team work and interpersonal communication with other tribal and local service providers.
- Strong organizational skills, including competency in documentation and responsibility maintaining accurate records
- Manage program budgets
- Basic technical skills in operating Microsoft Office programs
- Qualifications, Experience, and education required:

- Cultural competency and sensitivity
- High school diploma or GED, preferred bachelor's degree in related field
- Preferred experience in working with elders
- Reliable transportation
- Must possess and maintain a current, active and unrestricted ND Driver's License through course of employment, insurable under SLT driving policy, vehicle insurance and registration
- Must submit a pre-employment drug testing and will be subject to random testing
- Must be able to successfully clear background check

<b>Job Role:</b>	Elder Protection Coordinator	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Employment Status:</b>	Full-time 1.0 FTE		
<b>Monthly Salary Range:</b>	DOQ	<b>Supervision</b>	Under the Supervision of Senior Services
<b>Number of Vacancies:</b>	One	<b>Manages Others:</b>	None
<b>Please Send Application to:</b>			
<b>Name:</b>	Spirit Lake Human Resource Department	<b>Email:</b>	<a href="mailto:ndemarce@spiritlakenation.com">ndemarce@spiritlakenation.com</a> or <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0635	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>	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.		