



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

Job Title:	Elder Protection Coordinator	Open Date	September 15, 2020
Program:	Senior Services	Close Date:	Until Filled

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

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