



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

ELDERLY PROGRAM & FOOD SHELF ADMINSTRATOR

Position Description

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| Opens: September 2, 2021 | | | |
| Closes: September 9, 2021 | | | |
| Department: | Health & Human Services | Reports to (title): | Lead Community Health Nurse |
| Job Code: | N-11 | Job Location: | Bois Forte Tribal Government |
| Pay Range: | Negotiable | Supervises: | ENP Cooks Elderly Advocate/Transportation Food shelf Volunteers |
| Hours/week: | 40 | Classification: | Non-Exempt |
| Type of Position: | Full time | Effective Date: | 05/20/2019 |
| | | Revised Date: | 08/24/2021 |

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Elderly Program and Food Shelf Administrator is responsible for planning, coordinating and implementing the Elderly Nutrition Program and the Community Food Shelf for the Bois Forte Reservation.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Plan and coordinate the Elderly Nutrition Program and the Bois Forte Community Food Shelf program.
2. Successfully prepare and submit new grant proposals for Bois Forte Community Food Shelf and the Elderly Nutrition Program.
3. Responsible for preparing, maintaining and complying with program budget/budgets for Elderly Nutrition and Food Shelf.
4. Implement grant approved workplans following grant requirements.
5. Responsible for staffing Nett lake/ Vermilion kitchens and food shelf.
6. Responsible for ensuring delivery of meals to all eligible clients.
7. Must have reliable transportation, willingness to travel between Nett Lake and Vermilion as needed, sometimes without warning.
8. Responsible for having or gaining knowledge to meet the dietary needs of elders and the use of herbs and/or spices.
9. Willing to survey and evaluate elder preferences towards foods being served at Elder Nutrition.
10. Responsible for distributing and following menu on a monthly basis.
11. Responsible for maintaining IHS compliant cleanliness of kitchen and food shelf.

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12. Responsible for obtaining serve safe certificate.
13. Responsible for implementing safe food handling, including delivery of hot and cold foods maintain a safe temperature.
14. Responsible for supervising and scheduling the Elderly Nutrition Program staff and food shelf volunteers.
15. Attend pre-approved program relevant trainings and grant required meetings as scheduled.
16. Knowledge of Native American Culture and traditions.
17. Knowledge of laws of confidentiality.
18. Oversee the storage of food supplies for the Elderly Nutrition Program and food shelf.
19. Submit appropriate reports and documentation to granting agencies as required.
20. Maintain records of all inventory.
21. Responsible for all ordering of food in compliance with program requirements.
22. Coordinate with existing Reservation programs serving the elderly.
23. Willingness to accept philosophy and purpose of Elderly Nutrition and food shelf programs.
24. Performs other duties as assigned.
25. Must be able to lifting 50lbs regularly.
26. Will be responsible for assisting with putting away 4-5 pallets of food monthly, also restocking the food shelf weekly

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Two years experience in a related field |
| Education: | <ul style="list-style-type: none">• High School Diploma or equivalent GED |
| License/Certification: | <ul style="list-style-type: none">• Must have a valid driver's license, reliable transportation, and current valid auto insurance and be insurable under the RTC automobile insurance policy. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Knowledge of Bois Forte Reservation and its people, culture and customs.• Must understand and demonstrate practices sensitive to elder issues.• Experience in the nutritional field.• Effective verbal and written communication skills.• Ability to respond calmly to crisis and chaos; experience and knowledge in providing crisis intervention.• Resourceful, with strong problem-solving skills.• Ability to maintain strict client confidentiality and knowledge of confidentiality laws and HIPAA regulations.• Must be reliable and dependable.• Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.• Ability to perform other duties as assigned.• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers. |

PREFERRED QUALIFICATIONS

- Experience in bookkeeping, accounting, and/or budgeting preferred.
- Two-year AA Degree

WORK ENVIRONMENT

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- Work environment:** The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, and employees.
- Mental demands:** There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug Screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.