



# Bois Forte Band of Chippewa

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

## ELDERS ACTIVITIES COORDINATOR

### Position Description

<b>Opens: August 31, 2022</b>			
<b>Closes: September 09, 2022</b>			
<b>Department:</b>	Health and Human Services	<b>Reports to (title):</b>	Elderly Program and Food Shelf Administrator
<b>Job Code:</b>	N-8	<b>Job Location:</b>	Bois Forte Tribal Government Office – Nett Lake, MN
<b>Pay Range:</b>	Min: \$13.35 Mid: \$16.685 Max: \$20.02	<b>Supervises:</b>	None
<b>Hours/week:</b>	40	<b>Classification:</b>	Non-Exempt
<b>Type of Position:</b>	Full-Time	<b>Effective Date:</b>	07/06/2022
		<b>Revised Date:</b>	07/06/2022

### 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.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

The Elders Activities Coordinator is responsible for planning and implementing activities, designed specifically for Tribal elders, on and off the reservation, including transporting elders as needed. Prepares nutritious meals for community elders daily. Ensures the kitchen area meets health and safety requirements as mandated by law.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Works closely with the Elders Council to design, implement, monitor, and evaluate all elder programs and services designed specifically for the well-being and enrichment of Tribal Elders.
2. Coordinates the Tribal Elders food programs.
3. Maintains annual calendar of scheduled Elders trips and activities that have been identified and approved by the Elders Council.
4. Attends and participates in various staff and community meetings whose goals directly or indirectly relate to the Elders Program goals and objectives.
5. Makes regular contact with all Tribal Elders to maintain a relationship and keep them apprised of all elder information.
6. Makes routine home visits to all Elders that are home bound and/or ill and assists them with any needs they have.
7. Sets up appointment schedule and coordinates transportation for Elders to participate in activities such as outings, Elders food programs and any other special transportation needs they may have.

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8. Engages in coordination activities with health and social agencies/programs, as well as community organizations to ensure Elderly awareness of available services.
9. Maintains a safe and clean work environment; adheres to health code and holds kitchen staff accountable to do the same.
10. Assists in ordering or purchasing supplies for activities and picking up materials needed from outside facility.
11. Provides information and referral activities on behalf of the Elders.
12. Assists with menu planning and in preparation of food to be served for the day, according to prescribed diets.
13. Stocks new inventory as received; rotates stock, removes dented, damaged, or outdated products.
14. Communicates to management when there are issues.
15. Washes dishes, pots, and pans; washes and sanitizes the dining room tables each morning.
16. Directs, coordinates and delegates responsibilities to kitchen staff to ensure goals and objectives of the kitchen staff are met on a daily basis.
17. Plans out meals preparation, ensures all meals are done and ready to be delivered or served at appropriate time.
18. Responsible for cleaning the kitchen daily according to health code guidelines.
19. Performs other duties as assigned.

### **MINIMUM MANDATORY QUALIFICATIONS**

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|--|---|
| Experience:  | <ul style="list-style-type: none"><li>• One year experience in a related field.</li></ul>   |
| Education:   | <ul style="list-style-type: none"><li>• 2 years' experience maybe substituted for education.</li></ul>  |
| License/Certification:   | <ul style="list-style-type: none"><li>• Must possess a valid driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position.</li><li>• Valid Health Certificate issued by the local County health department.</li><li>• HIS food handling license or ability to obtain within 1 week.</li></ul>  |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Knowledge of Bois Forte Reservation and its people, culture, and customs.</li><li>• Must understand and demonstrate practices sensitive to elder issues.</li><li>• Effective verbal and written communication skills.</li><li>• Ability to respond calmly to crisis and chaos; experience and knowledge in providing crisis intervention.</li><li>• Resourceful, with strong problem-solving skills.</li><li>• Ability to maintain strict client confidentiality and knowledge of confidentiality laws and HIPAA regulations.</li><li>• Possession of personal and professional self-care skills.</li><li>• Ability to work flexible hours.</li><li>• Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.</li><li>• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.</li><li>• Ability to use food service equipment including knives, pots, pans, and ovens.</li><li>• Ability to maintain high nutrient meals in a sanitary environment.</li><li>• Ability to communicate with management, staff, vendors, and customers.</li><li>• Ability to speak effectively before groups of customers or employees of the organization.</li></ul> |

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- Ability to deal with problems and resolve them efficiently.
- Ability to multitask in a fast-paced and hot environment.
- Directs activities of one or more workers who assist in preparing and serving meals.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.
- Delivers meals.
- Basic math skills.
- Positive attitude.
- Coordinates activities as well as community organizations to ensure elderly awareness of available service.
- Ability to perform other duties as assigned.

### **PREFERRED QUALIFICATIONS**

- None

### **WORK ENVIRONMENT**

- 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.

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### 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.
Vaccine Requirement:	The Bois Forte RTC adopted the COVID-19 Vaccination Requirement (Resolution No. 61-2022) which provides that COVID-19 vaccination is required for all employees of the Bois Forte Tribal Government and Band-owned businesses. That Requirement also applies to newly hired employees who must by their first date of employment either (1) present proof of receiving all COVID-19 vaccinations for which they are eligible under CDC guidance or (2) be approved for a medical or religious exemption from the Vaccine Requirement. If the employee only presents proof of the first dose of a two-dose COVID-19 vaccine by the first date of employment, the employee must further present proof of a second dose within 30 days of the date of the employee's first dose and proof of a booster vaccination within one month of eligibility. If the employee only presents proof of a single-dose COVID-19 vaccination or both doses of a two-dose COVID-19 vaccination by the first date of employment, the employee must further present proof of a booster vaccination within one month of eligibility.

**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](http://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: 218-757-6781, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.**