



# *Sokaogon Chippewa Community*

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 \* Fax: (715) 478-5275



**Position:** Elderly Services Director  
**Salary:** Commensurate with Education/Experience  
**Hours:** Full-time – 40 Hours  
**Reports to:** Tribal Council

## **Job Summary:**

*The Elderly Services Director is responsible for leading, coordinating, and managing services and programs relevant to the Elders of this community.*

## **Duties/Responsibilities:**

- Provide information about access to services Elders.
- Plan for, apply for, receive and administer government funding.
- Provide a visible and accessible point of contact for individuals to obtain information about public/private resources for Elders.
- Direct, manage, and monitor the Elderly Nutrition Program.
- Work to meet the transportation needs of the Elders.
- Identify gaps in services needed by Elders and provide leadership in developing necessary services.
- Promote the Elders participation in the preparation of a county or tribal comprehensive plan for aging resources.
- Assist in representing needs, views and concerns of Elders in local decision making and assist them in expressing their views to elected officials and providers of services.
- Serve as point of contact at Elder Apartments and assist with coordination of maintenance and services as needed.
- Supervise and evaluate program staff including the development of training curriculums.
- Prepare and submit reports to requiring agencies.
- Undertake activities to complete needs assessment with Elders; assist them in identifying and prioritizing their needs.
- Develop any forms necessary to document program services provided. Maintain current, accurate records system for documentation purposes.
- Manage and oversee Elderly Nutrition Program.
- Complete other duties as assigned.

**Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-ewe-meing-gun-a-sepii**



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## **Qualifications:**

- High School Diploma, HSED Diploma or GED certification - Required.
- Demonstrate knowledge of tribal culture, problems and needs of Elders, and the ability to work with individuals in group settings.
- Possess excellent job performance record.
- Have excellent verbal, written, presentation and computer skills.
- Ability to maintain confidentiality in all department matters.
- Ability to participate in ongoing trainings/workshops.
- Ability to work cooperatively and effectively with Elders and fellow employees.
- Must have a valid Wisconsin Driver's License.

*Pre-employment background check will be required for this position.*

**Native American preference is granted according to PL 93-638**

Submit completed applications/resumes to:

Sokaogon Chippewa Community

Kimberlee A. Soldier, Interim HR Director

3051 Sand Lake Road

Crandon, WI 54520

715-478-7663

Email: [hr@scc-nsn.gov](mailto:hr@scc-nsn.gov)

Posting Date: July 19, 2022

Closing Date: Open until filled

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