



INTER-TRIBAL COUNCIL OF NEVADA, INC.

10 State Street, Reno, NV 89501 / PO Box 7440 Reno, NV 89510
PH: (775) 355-0600 FX: (775) 355-0648



Administration on Aging – Elders Program

4048 Highway 95 South, Room 322 / PO Box 448, Schurz, Nevada 89427
PHONE: (775) 622-6766 EMAIL: rmiller@itcn.org

JOB ANNOUNCEMENT

POSITION: Title VI Elder COVID-19 Coordinator
DEPARTMENT: AoA Title VI Elder Program
LOCATION: Fort McDermitt, Nevada
SALARY: \$15.00 per hour
STATUS: Non-Exempt, Part-Time (25 hours per week)
OPEN: January 21, 2021 **CLOSES:** February 4, 2021

DEFINITION: Under the direct supervision and evaluation of the AoA Elders Program Coordinator, this position will be responsible for an active role of a direct liaison for the Elders being served under the ITCN AoA Title VI Program during the Covid-19 Pandemic.

DUTIES/RESPONSIBILITIES

- Coordinates needs of the Elders requiring the assistance for supplies, food and hygiene products;
- Maintains strict client confidentiality; compiles client and administrative reports; submits daily contact sheets on services rendered, etc.; maintains records of observation, progress, activities and other pertinent client information;
- Creates an Emergency Response Plan that will consist of a map identifying roads, houses numbers and pertinent information that would help with Emergency Response to serve the Community in time of need;
- Assures adequate supply of food for the Elders enrolled in the AoA Title VI Nutrition Program;
- Assists Community in the coordination and use of other available resources such as Food Bank of Northern Nevada, State of Nevada Emergency Response and the Tribal Resources to ensure that the supplies are not wasted;
- Arranges transportation and delivery of any food or supplies and conducts distributions that require documentation of sign-in sheets, distribution dates and provides updates of programmatic issues; assists in emergency situations as needed;
- Participates in community service programs; conducts health awareness with factual documentation from the CDC; maintains records of all case findings.

MINIMUM QUALIFICATIONS:

- Must possess a valid Nevada Driver's License and reliable transportation with the required state insurance coverage;
- High school diploma or Higher Education Certificate;
- Possess or be able to obtain Food Handlers Certification within 30 days of hire at <https://www.ihf.gov/foodhandler> or another agency;

Battle Mountain
Band Council

Carson Colony
Council

Dresslerville
Community
Council

Duck Valley
Shoshone-Paiute
Tribes

Duckwater
Shoshone Tribe

Elko Band
Council

Ely Shoshone
Council

Fallon Paiute
Shoshone Tribes

Ft. McDermitt
Paiute-Shoshone
Tribes

Confederated
Tribes of Goshute

Las Vegas
Paiute Tribe

Lovelock
Paiute Tribe

Moapa
Business Council

Pyramid Lake
Paiute Tribe

Reno-Sparks
Indian Colony

South Fork
Band Council

Stewart
Community
Council

Summit Lake
Paiute Tribe

Te-Moak
Tribal Council

Timbisha
Shoshone Tribe

Walker River
Paiute Tribe

Washoe
Tribal Council

Wells
Band Council

Winnemucca
Colony Council

Woodfords
Community
Council

Yerington
Paiute Tribe

Yomba
Shoshone Tribe

- Excellent telephone skills and the ability to communicate to the Elders in a culturally sensitive manner;
- Excellent record keeping skills with excel spreadsheets;
- Able to use a calculator & solve basic math calculations;
- Willing to occasionally travel for training/technical assistance;
- Basic computer literacy;
- Experience involving group food preparation or vocational training is desired;

PHYSICAL DEMANDS:

The physical demands described herein are represented of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is regularly required to:

- Stand, reach with hands & arms and talk or hear;
- Walk, sit and use hands to handle or feel;
- Stoop, kneel, crouch or crawl;
- Occasionally lift and/or move up to 45 pounds;
- Must have specific vision abilities required by this job to include: close vision, distance vision, peripheral vision and depth perception.

HOW TO APPLY:

Submit your completed application, resume, copies of degree/diploma, etc. to the address below:

Inter-Tribal Council of Nevada, Inc.
Attention: Personnel Department
10 State Street
Reno, Nevada 89501
Fax: 775-284-3407
Email: personnel@itcn.org

The Inter-Tribal Council of Nevada, Inc. promotes and maintains a drug free workplace. All individuals accepting employment with ITCN may be subject to a pre-employment drug screen and criminal background check. ITCN offers a comprehensive benefits package to eligible full-time employees including: employer paid medical, dental, vision & life insurance, paid vacation & sick leave, 12 paid holidays per year and opportunities for training and career advancement.

Preference in filling vacancies will be given to qualified Native American candidates in accordance with the Indian Preference Act (Title 25, U.S. Code Section 472 & 473). However, the Inter-Tribal Council of Nevada, Inc., is an equal opportunity employer and will consider all qualified applicants in accordance with the provisions set forth in Section 703 (I) of the Civil Rights Act of 1964, as amended in 1991.