



Inter-Tribal Council of Nevada
680 Greenbrae Drive Suite 265 • Sparks, NV 89431
Phone: 775-355-0600 Ext. 138 • Fax: 775-284-3407
www.itcn.org

JOB ANNOUNCEMENT

POSITION: AoA Title VI Program Coordinator
DEPARTMENT: AoA Elders Program
LOCATION: Central Office – Sparks, NV
SHIFT: 8:00 am-4:30pm, Monday through Friday
SALARY: \$27,081.60-\$38,105.60; Grade 22-29 DOE
STATUS: Exempt, not eligible for overtime
OPENS: June 6, 2017 **CLOSES:** June 27, 2017

JOB SUMMARY Under the immediate supervision, evaluation and direction of the Executive Director of the Inter-Tribal Council of Nevada, administers the Title VI Fund Program following the guideline established by the Federal and/or State Agencies. ITCN AoA Program Coordinator provides overall management and administration for the ITCN Title VI Program. Strong communication and organizational skills are required.

ESSENTIAL FUNCTIONS:

- Supervises the operation of site kitchens and staff. Includes on-going staff training, writing performance standards, and semi-annual and final program reports.
- Develop and update the Policies and Procedures Manual for the Title VI field and central operations. Assures that site staff are following policies and procedures.
- Responsible for ordering and physical inventory of consumable and non-consumable supplies for all program sites.
- Submission of Purchase Orders, including food and all other supplies for all program sites.
- Update Senior Intake Forms and Homebound Certifications of all Elders participating in the program.
- Evaluate program effectiveness and program proposals.
- Maintains, prepares and submits accurate reports and records for each program site and for all activities pertaining to the Caregiver Support Program; includes monthly reports from each meal site.
- Review/approve employee bi-weekly timesheets, travel statements, requests for leave and comp-time.
- Monitor as necessary all sites, with visits to each site no less than twice a year. Some visits will require overnight stays.
- Re-open sites, train new cooks relative to program procedures and paperwork.

- Provide information relating to Caregiver assistance in a variety of formats; may include group services, public education, community meetings, health fairs, and the use of mass media.
- Assist individual caregivers in identifying available services. Establish adequate follow-up.
- Facilitate counseling/support groups/training as needed to provide support to caregivers.
- Coordinate temporary substitute support and/or living arrangements to provide respite for caregivers.
- Negotiate supplemental services, as designated by each tribe, to support the needs of caregivers.
- Provide technical assistance to all participating program sites, Tribal Elders, Advisory Councils, and staff. Assist with projects as designated by Advisory Councils.
- Provide information and referral to Tribal Elders for available community resources. Establish follow-up.
- Act as liaison between the Inter-Tribal Council of Nevada, the program sites, the Tribal Councils, Advisory Boards, Tribal Elders, the State of Nevada, and Federal Agencies.
- Other duties as assigned.

QUALIFICATIONS:

Prefer a Bachelor’s Degree in a Human Service, Nutritional or Nursing field with a minimum of two years administrative experience in a human services area. A combination of experience, training or other preparation which would indicate possession of the required knowledge, abilities, and skills outlined for this position would be considered.

Must possess a valid Nevada’s Drivers License and reliable vehicle with the insurance coverage required by the State of Nevada. Also should possess knowledge of the Indian Community and its organization and needs, along with knowledge of the special needs of Native American Elders. Need a good communicator with excellent verbal and writing skills, and computer literacy. Must be willing to travel frequently within Nevada.

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

**ITCN Personnel Dept.
680 Greenbrae Drive Suite 265
Sparks, NV 89431
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(l) of the Civil Rights Act of 1964, as amended in 1991.