

ROBINSON RANCHERIA CITIZENS BUSINESS COUNCIL
Elders Outreach Representative

Job Title:	Elders Outreach Representative	Department:	Administration
FSLA Status:	Non-Exempt	Location:	Elders Center
Reports to:	Tribal Administrator	Part-Time	
Salary Range	DOE	Approved:	April 22, 2021

POSITION SUMMARY:

Under the general supervision of the Tribal Administrator, the Elders Outreach Representative will work closely with the Robinson Rancheria Tribal Member Elders. Elders are classified as 55 or older. The individual will help with, but not limited to, planning activities, conduct monthly meetings, complete needs assessments, supervise driver and cook, and other duties as assigned.

DUTIES AND RESPONSIBILITIES:

- Identify eligible elders for Robinson Rancheria Elder’s services.
- Provide information to Tribal Elders about available services.
- Maintain a high degree of confidentiality.
- Complete needs assessments as identified by program.
- Ensure Elder records are up to date, and update Elder records as needed.
- Provide transportation to Tribal Elders from one location to another; Doctors Appointments, Grocery Shopping, Bill Paying, etc.
- Provide Elder’s with services available.
- Update the Business Council on the needs and services provided to the Tribal Elders.
- Organize meetings, activities, outings etc. for Tribal Elders.
- Communicate and work with other Tribal Departments to ensure services are provided to Tribal Elders.
- Communicate and work with other Tribal Elder’s Services within Lake County.
- Work with various external agencies to ensure compliance, reporting, and correspondence is completed in a timely manner for grants.
- Submit reports as requested.
- Ensure adequate information is disseminated to all Tribal Elder’s, including but not limited to, flyer’s, materials needed for granting agencies, needs assessments, and other Tribal business related items.
- Ensure delivery of goods to Tribal Elder’s homes, including lifting up to 50 pounds of goods.
- Supervise up to five individuals, may include volunteer’s and Tribal staff.
- Provide training to Elder’s regarding potential fraud, guidance for requesting help, understanding and utilizing digital equipment(s) and other training needs.
- Other duties as assigned.

DESIRABLE QUALIFICATIONS:

- Minimum 1-year working with Tribal Elder’s.
- Ability to be organized.
- Detail oriented.

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- Multi-Tasking and time management skills.
- Knowledge of Office Practices e.g. typing and data entry, record keeping and filing, answering telephones, managing correspondence.
- Knowledge of Microsoft Office (Word, Excel, PowerPoint).
- Ability to type at least 35 WPM and have experience in using a personal computer.
- Ability to communicate with Tribal Elder's verbally, and in writing.
- Understanding of Robinson Rancheria customs, culture, and traditions.
- Detailed reporting.
- Ability to communicate and model respect for all Tribal Members, Tribal Officials, Supervisors and Co-Workers.
- Ability to learn.
- Ability to understand the different Tribal Entities and how information is disseminated, including confidentiality of information.
- The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Ability to delegate duties to volunteers and staff.
- CPR Certificate
- First Aid Certificate

MINIMUM QUALIFICATIONS AND EXPERIENCE:

High School Diploma or General Education Degree, and up to two years' experience working with Tribal Elder's.

LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, correspondence, and memos.

CONDITIONS OF EMPLOYMENT:

- All applicants are subject to the Tribe's Drug and Alcohol-Free Work Place Policy including pre-employment screening. Subject to random drug testing thereafter.
- Employee will serve 90-day probationary period.
- Lift up to 50 pounds.
- Current California Driver's License.
- Insurable to drive by the Tribe.

Native American Preference Applies: Preference given to qualified Native Americans pursuant to the Indian Self-Determination and Education Act, public Law 93-638

Disclaimer *The list of requirements, duties, and responsibilities listed above is by no means a complete list. It is merely a general summary for the position described. Management reserves the right to revise or change this position description at any time.*