



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CA 93258

PHONE: (559) 784-2316 • FAX: (559) 791-2585

INTERNAL/EXTERNAL JOB POSTING

POSITION:	Elders Services Coordinator
POSTING DATE:	May 27, 2021
CLOSING DATE:	June 4, 2021- 5PM
NUMBER OF OPENINGS:	1
RATE:	\$15.00/HOUR
STATUS:	FULL-TIME/ NON-EXEMPT/ HOURLY

IN ORDER TO BE CONSIDERED FOR THE OPEN POSITION, A COMPLETED APPLICATION MUST BE SUBMITTED BY THE CLOSING DATE AS STATED ABOVE.

TO OBTAIN A COPY OF THE JOB DESCRIPTION AND JOB APPLICATION, PLEASE VISIT WWW.TRIHCI.ORG

PLEASE SEND COMPLETED APPLICATIONS TO HUMANRESOURCES@TRIHCI.ORG

IN ACCORDANCE WITH INDIAN PREFERENCE STATUTES DEFINED IN USC TITLE 25, SECTION 472, PREFERENCE IN FILLING VACANCIES AT TRIHCI WILL BE GIVEN TO QUALIFIED INDIAN CANDIDATES WHO SUCCESSFULLY VERIFY THEIR ELIGIBILITY (BIA FORM 4432, A CERTIFICATE OF INDIAN BLOOD, OR OTHER DOCUMENTATION MAY BE REQUIRED). WITHIN THE SCOPE OF INDIAN PREFERENCE LAWS, TRIHCI DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW IN MAKING EMPLOYMENT DECISIONS OR PROVIDING SERVICES.



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**POSITION DESCRIPTION:
ELDERS SERVICES COORDINATOR**

Reports To: Outreach Supervisor/Diabetes Nurse Coordinator **Prepared By:** Human Resources
FLSA Status: FT, Non-Exempt **Salary Grade:** TR 2-3, DOE
Revised Date: April 14, 2015 **Board Approval:** May 11, 2015

Position Summary:

Under the direction of the Outreach Supervisor/Diabetes Nurse Coordinator, the Elder Services Coordinator will assume responsibilities for the coordination of the Elder Service Program. They will act as a transporter of meals to Elders of the Native American Indian Community residing in program service area according to the policies and procedures of the Tule River Indian Health Center, Inc.. In addition, the Elder Services Coordinator must be able to communicate well and be able to establish rapport with patients and their families. He/she must be sensitive to the needs of the Indian community; its cultures, traditions, and values, and express a genuine enthusiasm for its success.

Essential Duties and Responsibilities:

1. Develop services for seniors, through community education, activities, geared to awareness and involvement in accordance with Outreach Services;
2. Identify criteria for program evaluation definition of program objectives and specification of methodology and data to be needed in determining rate of program progress through quarterly reports to the Finance Department;
3. Maintain reporting requirements such as documentation of activity, and other required forms for administrative need and quality assurance purposes;
4. Provide First Aid/CPR (BCLS level) to patients/clients as may be needed and necessary;
5. Maintain vehicle log and maintenance schedules and work in conjunction with Accounting Manager to assure safe operation and maintenance of vehicles;
6. Must be willing to work flexible hours as may be necessary for community awareness events;
7. Coordinate and supervise meals for seniors that meet the requirements or a meal (service area and 55 year old or over).

Additional Responsibilities may include:

1. Participate in all required staff meetings.
 2. Perform other duties as assigned.
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Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills, and/or abilities required. In accordance with the Americans with Disabilities Act (ADA), reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Knowledge, Skills, and Abilities

- 1) Must have good communication skills, be able to effectively communicate with diverse populations, and be willing to convey responsibilities to patients.
- 2) Demonstrate the ability to work independently in carrying out assignments while remaining reliable and dependable.
- 3) Demonstrate professional competency in office and healthcare abilities, including the maintenance of client confidentiality.
- 4) Ability to demonstrate basic levels of computer literacy, with a functional understanding of Microsoft Windows Operating Systems in an office setting and demonstrate a working knowledge of routine office hardware and equipment (e.g. printers, copiers, fax machines, etc.).
- 5) Must demonstrate the ability to maintain accurate records and preparing clear and accurate reports for informational, auditing, and operational use, including capacities for attention to detail and for reviewing and verifying accuracy of data.
- 6) Possess the ability to organize and follow one's own work schedule (i.e. setting priorities, being available during work hours, and meeting critical deadlines).
- 7) Knowledge of medical terminology
- 8) Demonstrate the competency and integrity to maintain the confidentiality of organizational, employee, and client records.
- 9) Must have a working home/cell phone for immediate contact;
- 10) Must maintain a professional appearance and attitude.

Education and/or Experience

1. A high school diploma or equivalency is required for this position.
2. One (1) year prior experience in a healthcare setting.
3. Familiar with entering data into a healthcare database program (EHR)

Certificates, Licenses, Registrations

1. Possess a Valid California Driver's License and be insurable with the Tule River Indian Health Center Inc. insurance agency.
2. Possess valid First Aid/CPR certification at the BCLS level or obtain within 3 months of hire.

Preferred Qualifications and Contingencies

1. One (1) year or more program management or health care education experience preferred.
2. Familiar with entering data into a healthcare database program (EHR),
3. One (1) year or more of experience delivering meals to seniors.

TRIHCI maintains a drug- and alcohol-free workplace, and all offers of employment are contingent on the successful completion of a criminal background check, a post-offer drug test and physical, and verification of each candidate's right to work in the United States.

Physical Work Environment: *The description provided here is representative of those conditions in which the Elder Services Coordinator will be required to perform the essential functions of this position. As stated earlier, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the Elder Services Coordinator is situated in a standard office environment within the health center as well as in a vehicle to travel through the community; there is little or no

exposure to variations in the weather or other similar elements. The Elder Services Coordinator will primarily be stationed in the outreach area of the health center, in the community or on transport but will also move about the health center to meet with physicians, patients, and co-workers. Consequently, the Elder Services Coordinator must:

1. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time);
2. Posses the ability to use standard office equipment to write, type, copy, fax, or perform other duties;
3. Possess the strength to lift and carry supplies weighing up to 20 lbs. repeatedly and up to 50 lbs. intermittently;
4. Possess the visual acuity to read printed materials and a computer screen; and
5. Demonstrate hearing and speech capabilities that allow him/her to communicate in person and over the telephone as required.
6. Possess the ability to drive for extended periods of time.

The clinical setting at TRIHCI is categorized by OSHA as a Blood-borne Pathogen Category I facility. Consequently, there exists the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to chemicals, biologicals, toxicants, and irradiants found on-site.

Disclaimer:

This position description lists the major duties and requirements for the Elder Services Coordinator position as established by subject-matter experts and the Human Resources Manager at the time of this document's creation. This position may require additional performance of duties and responsibilities beyond those outlined in this document, and thus may require additional sets of knowledge, skills, and abilities not fully articulated herein.

Employee Affirmation:

I have thoroughly read the attached position description for the position of Elder Services Coordinator. Any verbal explanations that I have requested concerning the information in this position description have been provided me to my satisfaction. I subsequently affirm that I am qualified to occupy this position with TRIHCI and I agree to perform the duties and responsibilities outlined therein.

Employee Name (Print)
Employee Signature
Date