



## Cow Creek Government Office

### Position Description

**Position Title:** Elders Program Assistant

**Department:** Social Services

**Reports To:** Social Services Director

**FLSA Designation:** Non-Exempt

#### **POSITION PURPOSE:**

The Elders Program Assistant is responsible for assisting and providing supportive tasks for the Elders Coordinator and APD Tribal Navigator, such as transportation, hosting meals and other services to eligible Tribal Elders.

#### **ESSENTIAL FUNCTIONS:**

- Provide and assist with transportation as needed to Tribal families for service provision, including but not limited to, accessing medical resources, appointments, and Tribal health services.
- Make home and hospital visits with Tribal families and assist Tribal families with accessing health resources, services and programs.
- Provide respite care for Tribal Elders as needed.
- Assist with Elder's program and activities including but not limited to congregate meals, home delivered meals, physical fitness, dietary services, Elder events, etc.
- Maintain current and confidential records and data collection.
- Manage record keeping and reports.
- Work with other Tribal Government Departments as needed.
- Assist with Tribal Food Bank as needed.
- Work closely with APD Tribal Navigator and Elders Coordinator to provide services
- Must be able to interact with Tribal members and the general public in a courteous, professional, and efficient manner.

#### **QUALIFICATIONS:**

- High School diploma or GED equivalent required.
- Minimum 2 years experience working with the elder population in a Social Services setting required.
- Must have First Aid, and CPR prior to hire and must be maintained as required thereafter.
- Must possess good communication skills; maintain flexible work schedule, and ability to work well with Tribal Members and other staff.
- Must possess good organizational skills.

- Ability to travel and work in a fast paced environment.
- Ability to pass a background check.
- Current valid Oregon Drivers' License required.