



JOB DESCRIPTION

**Bishop Tribal Council
Bishop, California**

Position: Manager
Department: Elders' Program
Supervised by: COOI, or Designee
Pay Range: T-8 \$19.57/hr to \$27.40/hr (\$40,705 - \$56,992 annually) DOQ
FLSA Status: Exempt

Position Summary: Under the general supervision of the Tribal Administrator and with consultation from the Toiyabe Indian Health Project Dietitian, the Manager coordinates and administers daily activities in accordance to DHHS/Administration on Aging and Title VI, for the Bishop Tribal Elders. This program consists primarily of a daily lunch program and activities designed to improve health and social situations of the elderly. Work includes but is not limited to; supervising Elder program staff, program development and implementation of Elder's lunches, support services, case management, transportation, various Elder's activities and events

Supervisory Responsibilities: kitchen helpers, prep-cook, drivers, cooks

General Responsibilities:

- Performs budget tasks, program monitoring, and evaluation. (Prepare program and meal count reports for program funding).
- Plans, coordinates and oversees activities designed to improve health and social situations of Elders
- Promotes cultural activities, respect and understanding of tribal elders.
- Maintains daily, weekly, and monthly reports as required.
- Coordinate and implement plans of action in order to achieve program goals and objectives, i.e., conducts needs assessment surveys to determine health and other special needs of senior citizens.
- Establishes and maintains a professional relationship with associated programs and funding agencies.
- With assistance of a registered dietitian, prepare monthly menus, which reflect the dietary requirements of elders in accordance with program standards.
- Make written and verbal reports to Tribal Council, Tribal Administrator, Elders' Advisory Board, and funding agencies.
- Attend Elders' Advisory Board meetings and prepare minutes for meeting.
- Abides by Health and Safety guidelines ensuring a clean kitchen environment.
- Supervise/assist staff in meal preparation and delivery of meals, keeping services within budgetary requirements.
- Maintains and manages food inventory. Receives incoming shipments; assists in unloading trucks.
- Maintain program policies and procedures.
- Provide orientation and training to volunteers and others.
- Other duties as assigned.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Decision Making - the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make responsible decisions.
- Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management—the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans.
- Detail Oriented—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality assurance.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability—the individual is consistently at work and on time, follows instructions, responds to management's direction and solicits feedback to improve performance.
- Organized—the individual keeps clean and organized workspace, project/s files and construction documents.
- Motivated—the individual inspires self and others to get the job done and follow through with assigned tasks.

Qualifications:

- AA in Human Services or related field preferred with 3 years' experience working with Native programs, preferably with Elders. A combination of comparable education and experience may be substituted for education requirement.
- Proficient in computer skills such as MS Word, MS Excel, and the Internet.
- Knowledge of nutrition guidelines and experience in menu planning and food preparation.
- Knowledge of sanitation rules and regulations and food safety regulations.
- Comprehensive knowledge of food preparation for large groups of people.
- Grant writing skills/experience preferable.
- Proof of negative TB Skin test (provided by the tribe).
- Valid Food Handler's Certification card from IHS.
- Ability to obtain CPR and First Aid card within 90 days.

Other Requirements:

- 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, including working with elders.
- The individual must possess a valid Driver's License and be insurable under the Tribe's Insurance.
- Comply with the Drug-Free Workplace policy and a criminal background investigation

Indian Preference: Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.
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