

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at [www.tachi-yokut-nsn.gov](http://www.tachi-yokut-nsn.gov)

### Job Requisition Form

**Position to be filled:** Director

**Department:** Elders Center

#### Required Qualifications/Essential Duties:

- Associates Degree/Bachelor's Degree plus three years' experience in Adult/Human Development with key focus on biological, physiological and social issues faced by elders population; **Preferred**
- Minimum of five years of related supervisory experience ideally within Elders Assistance or Elders Recreation Center, or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job- **Preferred**
- Valid California Driver License – **Required**;
- Must be insurable through companies' carrier and maintain throughout employment – **Required**;
- Valid First Aid and CPR certification and maintain throughout employment – **Required**
- Plans, organize ,promotes, and supervises healthy living program for the SRR Elder community;
- Coordinates and oversees programs administered from Elder's Center;
- Develop and obtain approval for staffing, operation plans, and annual budgets;
- Reports financial and operation status of the Tribal Administrator and the Tribal Council.
- Works with SRR community groups in preparation of special events and holiday activities;
- Prepares correspondence and reports;
- Assist in developing plans for a new Elders Community Village( elder housing);
- Assist in developing plans for a new Elders assisted living center that will serve both physical and cognitive elder patient disability needs through end of life;
- Requisitions supplies, equipment, and maintains an inventory of all items of the department;
- Develop and recommend new programs and services to meet the needs of the Elder's;
- Initiates new Elder Center programs and monitors their successfulness;
- Prepares and manages the annual budgets for the Elders Department and Elders Center;
- Manage inventories and budgets of all departmental operations and administrative programs;
- Reconciles bank statements and statistical reports, as needed or requested by Council or the Administrator;
- Reconcile bank statements and generate reports;
- Prepares and submits grant applications for and manages grant programs awarded for the Elders Department and the Elders Center;
- Works directly with SRR Elders Advisory Board to identify needs of senior citizens and develops and implements programs to fulfill them;
- Works collaboratively with outside constituents and other SRR Departments to best enhance the Elders Center;
- Prepare employee performance evaluation reports;
- Perform other duties as needed or required;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Recreation Department;

**Reports To:** Tribal Administrator

**Starting Rate of Pay:** \$26.50 HR (Exempt)

**Approximate Hours:** 40+ hrs per wk

**Date Posted:** May 7, 2021

**Deadline:** Open Until Filled

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.