

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

Job Requisition Form

Position to be filled: Director

Department: Elders Center

Required Qualifications/Essential Duties:

- Bachelor's Degree in Human Services, Public Administration, or related field **OR**
- Minimum of 6 years' experience with interaction and working with elders in the recreational center in a supervisory capacity field
- Valid California Driver License
- Must be insurable through companies' carrier and maintain throughout employment
- Valid First Aid and CPR certification and maintain throughout employment
- Plans, organize, promotes and supervises a program of recreation for the Elders of the SRR.
- Coordinates and oversees programs administered from the Elder's Center.
- Determine the needs and interests of the elder population. Develop near-term and long-range planning for services to meet the those needs identified.
- Creating managing, and implementing programs aimed at improving the quality of life for our elders
- Conducting research on issues affecting elders in order to create awareness of important topics such as health care, housing transportation, and nutrition.
- Developing and implementing outreach programs to promote awareness of available services for the community elders
- Develop and obtain approval for staffing, operation plans and annual budgets.
- Reports financial and operation status of the Elder's Center to the Elder's Executive Board.
- Works with community groups in preparation of special events and holiday activities.
- Prepares correspondence and reports.
- Develop and recommend new programs and services to meet the needs of the Elder's.
- Initiates new programs and monitors progress to completion.
- Monitor inventories and budget expenditures of operational plans and administered programs.
- Assigns job duties to employees and evaluate employee performance.
- Prepare employee performance evaluation reports
- Perform employee counseling and prepare disciplinary write ups.
- Verify and prepare employee timesheets for submission to payroll department.
- Prepare and approve assignment rotations.
- Ensure all employees are properly trained and prepared for work.
- To perform this job successfully, an individual must have knowledge of Microsoft Office and Windows 10
- Drive company vehicles or personal vehicle to conduct business on behalf of the Elders Center.

Reports To: Tribal Administrator

Starting Rate of Pay: \$91,520.00 yearly (Exempt)

Approximate Hours: 40+ hrs per wk

Date Posted: 12/8/2023

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.