



Chickahominy Indian Tribe Vacancy Announcement

Open Position: Elder Services Coordinator

Position Summary: The Elder Services Coordinator is a temporary, part-time position (approximately 24 hours/week with the potential for more hours if need increases) within the Chickahominy Indian Tribe's Title VI program and is contingent upon grant funding (grant ends 9/30/24). This position is primarily responsible for aiding tribal citizens in the areas of transportation, health information, community services, etc. S/he reports to the Title VI Program Director.

Salary and Benefits: The salary for this position is \$15/hour. Benefits for eligible employees working 20 or more hours per week include paid time off (PTO), paid holidays, and bereavement leave. The CIT does not currently offer health, dental, or retirement benefits.

Position Responsibilities:

- Work closely with the Health and Wellness Coordinator (nurse), Elder Care Representative, and other departments and agencies, to include those outside of the Tribe, to ensure the needs of elders are being met;
- Call elders to check-in, particularly those who are isolated or ill;
- Document any concerns raised by an elder and report the information to the proper department or agency (this may include agencies outside of the Tribe);
- Document all activities and communication required under the Title VI grant;
- Collect data, prepare reports, and/or attend relevant training as assigned;
- Research various health topics and provide educational materials to elders;
- Research services available to elders living within the tribal service area and provide that information to elders;
- Foster relationships and partnerships with community agencies that provide elder services;
- Assist elders with scheduling appointments;
- Provide transportation for elders to appointments, grocery stores, and/or pharmacies;
- Deliver food, medications, and/or supplies to ill and/or vulnerable elders;
- Field questions and provide COVID-19 related education to include but not limited to, best safety practices, testing/vaccination locations, proper use of personal protective equipment, caring for someone with COVID, etc.;
- Provide awareness and support for the prevention of indirect impacts of COVID (e.g., violence, food security, and lack of routine health);
- Assist with planning and implementing a variety of vaccine clinics, testing events, and personal protective equipment distributions;
- Prepare care kits and deliver to elders unable to leave their homes;
- Conduct community outreach to encourage vaccinations and healthy living;
- Assist elders with at-home COVID testing if they do not have access to a smartphone;
- Other duties as assigned.



Position Requirements:

- Must have a valid driver's license and clean driving record;
- Must pass a criminal background check;
- Ability to work independently and in a remote environment;
- Strong interpersonal and organizational skills;
- Strong verbal and written communication skills;
- Attend training as needed;
- Travel as required for the position;
- Must have compassion for the elderly and treat them with care, dignity, and respect;
- Must be a team player;
- Experienced in Microsoft Office Suite.

Position Qualifications:

- Minimum of High School Diploma or GED;
- Prior experience in the healthcare field, working with tribes, and/or working with elders is preferred;
- Knowledge of community resources is a plus.

Application Process:

- Applicants must submit a completed job application, cover letter, and resume.
- Applications must be received no later than 5 p.m. on May 20, 2022.
- Incomplete and late applications will not be considered.
- Applications may be mailed to:
Chickahominy Indian Tribe
ATTN: Lindsey Johnson
8200 Lott Cary Rd
Providence Forge, VA 23140
- Applications may also be emailed to Lindsey.Johnson@chickahominytribe.org.
- The Chickahominy Indian Tribe observes Indian Preference in its hiring practices. The legal authority for Indian Preference can be found in Title 25, United States Code (USC) 472, 472a, and 47; Title 25, Code of Federal Regulations, Part 5. The CIT will place all qualified applicants into one of three hiring categories listed below, in order of preference:
 - Chickahominy Indian Tribal Citizen
 - Citizens of other federally recognized Indian Tribes
 - General applicants