



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
katerid@spiritlakenation.com

Job Title:	Elder Protection Coordinator	Open Date	June 1, 2023
SL Program:	Senior Services Program	Close Date:	June 15, 2023

Position Objective: To identify, coordinate for the elderly and disabled individuals residing on the Spirit Lake Tribe and the surrounding communities.

Major Duties & Responsibilities:

- Increase community awareness of elder abuse issues through meetings, gatherings, social media, and presentations.
- Develop on-call crisis management services for victims of elder abuse by working in collaboration with agencies and organizations that provide services to victims of elder abuse.
- Develop and monitor plans for elders experiencing abuse.
- Maintain up-to-date records on elders contact information, identify needs, and services through the coordination of services with partnering agencies.
- Provide referrals to available resources including medical services, counseling, law enforcement, restraining orders, legal services and temporary housing for displaced individuals.
- Assist clients with preparation of forms, such as requests for protective orders and application for services, including conservatorship if needed.
- Organize and conduct monthly, quarterly, and semi-annual meetings for tribal and partnering service providers, staff, elders, and families to provide culturally competent education on elder abuse, victim rights, laws, and available resources.
- Coordinate with other members of the Tribal Justice Law & Order Advisory Board to better meet the needs of victims of crimes against elders.
- Assist with coordinating the Elders Community Needs Assessment.
- Collect data and analyze, prepare and distribute monthly program activity reports; including quarterly data reports addressing the stated performance measures in the grant; collaborate with academics and consultants to assist with collecting qualitative and quantitative evaluation; and distribute year-end process evaluation.
- Submit written reports to the Director of the Senior Services Program for the Spirit Lake Tribal Council noting the clients' needs in relation to the violence committed, services provided, and assessing the effectiveness of service delivery methods.
- Recruitment and training of volunteers.
- Consistently follow all client confidentiality policies and HIPPA Regulations.
- Under the supervision and guidance of the Spirit Lake Senior Services Program Director.
- All other duties related to program outcomes as assigned.

Qualification for Employment: the knowledge, skills, and abilities listed below are required to allow the employee to perform the duties listed above.

Skills, Knowledge, Abilities, Personal Characteristics:

Knowledge of:

- Thorough knowledge of the needs, and challenges of the aging process.
- Current issues and treatments related to preventing elder abuse, neglect, and exploitation.
- Knowledge of special needs and social-emotional circumstances of elder people and their families.
- Crisis intervention techniques and principles with aging individuals and families.
- Principles of sociology and psychology.
- Dakota culture and traditions, on Spirit Lake and surrounding communities.
- Health programs and elder health issues.
- Interviewing techniques.
- Available community resources and their appropriate utilization.
- Knowledge of the types of crimes that potentially affect older people.
- Relevant Federal, State, and local laws, regulations, and codes.
- Tribal policies and procedures.

Ability to:

- Complete NCALL Abuse in Later Life Education Series for Advocates.
- Quickly and accurately assess situations encountered.
- Exercise sound judgment in determining courses of action.
- Demonstrates respect to elders.
- Advocate for client and community services.
- Demonstrated ability to work with other professions effectively.
- Deal effectively with hostile/aggressive clients and others contacted during work.
- Handle multiple tasks simultaneously.
- Communicate clearly and concisely, both orally and in writing.
- Plan meetings and community events.
- Ability to develop and maintain data to complete reports received and interventions.
- Lead teams and demonstrate ability to work as a team member.

Skills:

- Strong verbal & written communication skills.
- Strong commitment to teamwork and interpersonal communication with other tribal and local service providers.
- Strong organizational skills, including competency in documentation and responsibility maintaining accurate records.
- Manage program budgets.
- Basic technical skills in operating Microsoft Office programs.

Qualifications, Experience, and Education required:

- Cultural competency and sensitivity.
- Associate degree required with two years of work experience in a related field; bachelor's degree in criminal justice, medical, social work, or related field, preferred.
- Preferred experience in working with elders.
- Reliable transportation.
- Valid driver's license, vehicle insurance and registration: and insurable under the SL Tribe's driving policy
- Must submit a pre-employment drug testing and will be subject to random testing.
- Must be able to successfully clear background check.

Job Role:	Elder Protection Coordinator	Company Industry:	Spirit Lake Tribe
Employment Status:	Full-time FTE 1.0	Supervision	Senior Services Director
Monthly Salary Range:	DOQ	Manages Others:	N/A
Number of Vacancies:	1	Classification: Exempt/Non-exempt	Non-Exempt
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	katerid@spiritlakenation.com normar@spiritlakenation.com MKeo@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0864	Fax:	701-766-1272
Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		