



HUMAN RESOURCES DEPARTMENT

135 Capitol Square Drive, Zia Pueblo, NM 87053 • P: 505.867.3304 • F: 505.867.3308 • E: HR@ziapueblo.org

VACANCY ANNOUNCEMENT

OPENING DATE:	11/9/2023	CLOSING DATE:	Open Until Filled
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POSITION TITLE: Senior Center Director
PAY RATE: \$60,000 - \$70,000/DOE

DEPARTMENT: Senior Program
FLSA STATUS: Exempt; Full-time

POSITION SUMMARY

Under the general direction of the Tribal Administrator, the Senior Program Director is responsible for planning, organizing, and supervising all functions required to operate and maintain program activities and services. Develops program plans, strategies, goals, and objectives in accordance with applicable tribal, federal, state and local laws, rules and regulations. Prepares and administers annual budget to meet financial objectives. Prepares and submits reports to funding agencies to maintain continued funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares schedules of activities and reviews menus for congregate and home delivery meals; picks up groceries and needed inventory.
- Develops strong relationships with Senior program Elders greets, converses, and joins in congregate meals.
- Coordinates Senior program services with other providers including IHS, Social Services, BIA, county, state, and Tribal programs.
- Prepares requisitions for purchases for payments to vendors.
- Achieves financial objectives by preparing and administering annual budget, presenting and justifying budget recommendations to appropriate personnel.
- Secures additional funding and grant opportunities for continuation and expansion of Senior Center's services.
- Prepares and submits reports to funding agencies to maintain funding.
- Contributes to department's effectiveness by identifying short-term and long -term range issues and goals that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of actions; implementing directives.
- Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- Substitutes for other positions in Senior Center as needed.
- Contributes to a team effort and accomplishes related as required.
- Develops program plans, strategies, goals and objectives in accordance with applicable tribal, federal, state and local laws rules, and regulations.
- Establishes, implements and communicates goals, objectives, policies and procedures.
- Improves staff effectiveness by counseling, training and monitoring, and appraising job tasks and results in a timely manner; reviews and approves timesheets.
- Hosts regular staff meetings to ensure communication between personnel and program-related activities.
- Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of applicable federal, state, county and local laws regulations and requirements.
- Knowledge of the effects of aging on the physical, mental, and emotional development of individuals.
- Knowledge of nutrition, disease prevention and healthcare.
- Knowledge of food handling and sanitation techniques.
- Skill in socializing and working with the senior citizen population.

- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Ability to exercise independent judgment.
- Ability to be compassionate and caring.
- Ability to recognize abuse and neglect.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict timelines.
- Ability to provide a high level of customer service.
- Ability to communicate efficiently and effectively both verbally and in writing.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Human Services, Social Work, Recreation Programming, Business Administration, or related field.
- Five years work experience in social services, case management, or working with the elderly required.
- Three years' experience in grant writing and reporting, requesting, and reporting on State funded programs.
- Must possess and maintain a valid NM Driver's License; and be insurable under tribe's insurance carrier.
- Must pass a background check and drug and alcohol screen.
- Must possess and maintain First Aid/CPR and Food Sanitation certification.

INDIAN PREFERENCE

The Pueblo of Zia has implemented an Indian Preference Policy. It is the policy of the pueblo of Zia to give preference in employment to applicants who possess the qualifications, education, experience, and ability required for a particular position, in the following order: 1) Enrolled member of the Pueblo of Zia. 2) Enrolled members of other federally recognized tribes. 3) Non-Indians. The application of Indian Preference is not automatic. Applicants are required to provide appropriate evidence, from their respective tribe, at the time of submitting an employment application for Indian Preference consideration.

To apply, Employment Applications are available at the Pueblo of Zia Human Resources (HR) Department, front desk, or on-line at www.ziapueblo.org. For best consideration, all applications must be supported with a cover letter, resume, and/or certifications.

All applications must be submitted to the Pueblo of Zia HR Department by 5:00 pm on the closing date:

BY: MAIL: 135 Capitol Square Drive, Zia Pueblo, NM 87053 (C/O HR Department)

IN-PERSON: HR Department

EMAIL: HR@ziapueblo.org (attach employment application, cover letter, resume, any certifications and in the subject line please indicate the position you are applying for)

FAX: 505.867.3308 (C/O HR Department)

For more information, please contact the HR Department:

Phone: 505.867.3304 or Email: HR@ziapueblo.org