

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2017-271 Issue Date: 12-05-17 Closing Date: 12-19-17

Elder Activities Program Coordinator
Area Agency on Aging (AAoA)
Department of Human Services
Hourly Wage: \$16.05/Regular/Full-Time

Employee is responsible for planning, organizing and implementing recreational, social and cultural activities for enrolled Yakama Elders 55 years of age and over on the Yakama Reservation and surrounding communities. The position requires knowledge of the Yakama Nation Culture and Traditions. Must be able to relate to and understand the needs of elders. The employee is required to work with minimal supervision and must have excellent communication, organizational and time management skills.

Knowledge, Skills and Abilities:

- Knowledge and understanding of the traditions and culture of the Yakama Nation.
- Knowledge of Yakama Nation tribal organizations and departments and local resources.
- Knowledge of the principles, method and practices of organizing recreational and cultural activities for small and large groups.
- Knowledge of computer software programs such as Microsoft Word, Publisher, Power Point, Excel and email.
- Ability to use personal and laptop computers, telephone, fax machine and calculator.
- Ability to work a flexible schedule.
- Ability to understand and execute both oral and written instructions.
- Ability to prepare correspondence, reports and meet established deadlines.
- Ability to communicate professionally with clientele, co-workers and community.
- Ability to establish and maintain effective interpersonal relationships with tribal, city and county officials.
- Ability to perform as a team member of the program.
- Ability to adhere to confidentiality requirements of client records which includes tribal, state and federal confidentiality policies.
- Ability to deal constructively with both positive and negative reactions and situations.

General Recruiting Indicators:

- Minimum of High School Diploma or equivalent and have at least one year experience working with elderly and/or disabled adults OR any experience which would demonstrate the ability to perform the work.
- Work experience or education in health or social services preferred.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must possess or have the ability to obtain a valid Washington State Driver License and with the ability to obtain a Tribal Drivers Permit.
- Must submit a driving abstract for the past years at time of application.
- Required to complete a pre-employment background check. Appointment to position is subject to the results of the background inquiry.