



LOWER SIOUX INDIAN COMMUNITY JOB DESCRIPTION

POSITION: Elder Coordinator

DEPARTMENT: Health Department

REPORTS TO: Registered Dietitian/Title VI Director

SALARY: Negotiable

STATUS: 1.0 FTE (Monday-Friday, 8:30am – 4:30pm, some evenings/weekends)

POSITION SUMMARY: Elder Coordinator position is to support the project, Nurturing Intergenerational Learning within the Lower Sioux Indian Community. The Lower Sioux elders' program, or Cansa'yapi Kan (Elders) seeks to reinstate the role of elders within the tribe as a strategy to transfer knowledge and promote healing and well-being for the elders and for the community. The project goal is to nurture the well-being of Lower Sioux Elders through expanded social, physical, and intergenerational cultural strategies that lead to improved health, increased capacity to live at home, and a stronger age-friendly community.

POSTION DUTIES AND RESPONSIBILITIES:

- Serve as a primary contact for elders to know how to access health and social services, reemployment program, and other elder specific programming;
- Connect elders with existing supports and services available within the LSIC;
- Implement Rapid Screen test for elders at Lower Sioux, as well as make referrals for resources needed to support living at home;
- Organize and coordinate at least two evidence-based exercise programs for elders at LISC and other elder health activities, such as Diabetes Bingo;
- Collaborate with elders and others to organize and host elder art programs to promote cultural and artistic transmission of Lower Sioux traditions;
- Coordinate with Intergenerational Assistant to organize and host opportunities for intergenerational sharing and learning, specifically with youth, recreation department, the Lower Sioux Interpretive Center, and other areas to promote the utilization of elders as

community assets, including with children ages birth to 5 years in Dakota Immersion Early Head Start and with children ages 12-14 in summer youth work program;

- Develop & maintain an elder newsletter that provides key information that is relevant to elders, including but not limited to access information to supports and services, contact information, upcoming gatherings, meetings, opportunities to integrate in community;
- Conduct monthly meetings with elders, in conjunction with Tribal Council, Wisdom Steps, Congregate Dining, or other key gatherings that increase the likelihood of improved communication, AND foster elder voice and participation;
- As opportunities arise, collaborate with other departments and programs to gain updated information on elder needs, including housing;
- Advocate and serve as a general liaison for elder voice, participation, and engagement in meaningful opportunities throughout the community. For example, ensure that all community focus groups and community coalitions have elder representation;
- Assist in project reporting, evaluation, and project assessments, including collecting all project activity data;
- Assist with daily Elder lunch service;
- Perform other duties as requested

Education and Experience:

- High school diploma or GED equivalent required, Associate degree preferred
- Experience working with American Indian communities and working in human service field with elderly and or persons with disabilities is preferred.

Skills:

- Excellent verbal & written communication
- Data collection, including figures, surveys, interviews, photos, participation rates
- Self-starter, take initiative; highly organized
- Excellent attendance and punctuality are a must
- Monitor budgets, manage expenses
- Must have valid Minnesota driver's license and proof of insurance
- Must be insurable under the tribe's auto insurance
- Exercise diplomacy & respect for all elders
- Excellent listener, exercise empathy
- Appreciate elders & recognize their value in community-building

Please submit application and resume to:

Karen Swann, H.R. Coordinator
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