

Sisseton Wahpeton Oyate

Job Description

Program: Elderly Affairs Program Job

Title: Manager

Reports to: SWO Tribal Secretary

Job Description:

The Elderly Affairs Program Manager will oversee the daily operation of the program and to ensure that SWO Elders who request assistance for in-home cleaning are properly helped. The Manager will ensure that medical travel requests and eye glasses assistance requests are processed in a timely manner.

Job Responsibilities:

1. Establish and maintain an office for the Elderly that will respond to the various needs, priorities, and goals of the program.
2. Meet with the Elders to discuss priorities, such as: health care, housing, transportation, employment, education and training, plus any other topics recommended by the elders. To the best extent possible, cost estimates will be included in each proposed category.
3. Will compile a database of on reservation Tribal Members over the age of 55 years, the information will also include physical condition i.e.; handicapped, disabled, veteran status, or special needs. A supplemental database will include all Tribal Members over 55 years that reside off the reservation.
4. Will work closely with tribal enrollment and must maintain confidentiality regarding any information.
5. Will represent the Elderly in all appropriate meetings of the Tribe, i.e.; General Council, Tribal Council, and meetings with federal and state agencies.
6. Attend Tribal committee meetings when invited, where issues of the Elderly appear on the agenda.
7. Will report directly to the SWO Tribal Secretary.
8. Collaborate with the Elderly Advisory Board to address Elderly needs and concerns.
9. Provide supervision over staff, including the Home Health Care Program (as budget allows).
10. Will be an advocate for and represent the Elders.
11. Will be responsible for creating and maintaining an annual program budget.
12. Will actively seek external funding from federal, state, and private sector sources.
13. Will not become involved in Tribal political elections, campaigns or rallies.
14. All reports, survey or data base information will be provided to the Tribal Secretary, and will collaborate with other Programs that deem the information useful.
15. Ensure that all medical travel request meet required criteria and processed in a timely manner.
16. Refer any Elder to the appropriate department to help them meet their needs.
17. Process referral from other departments or agencies for home cleaning services.
18. Will initiate policy and procedures to help Tribal members submit paperwork -via- email or fax to help Tribal Members complete their application process for Travel, Eye Glasses, in a more efficient manner.

19. Will submit monthly reports to the Tribal Secretary detailing program activities and statistics of assistance provided.
20. Participate in Tribal Elderly Protection Team meetings, which are confidential.
21. Will prepare and process all employee paperwork, including; evaluations, EAR, Time, and Payroll.
22. Will refer Elders with any health issues to the appropriate agency.
23. Will be responsible for payment and processing of program bills and invoices in the current accounting software of the Sisseton-Wahpeton Oyate.
24. Must adhere to the policies and procedures of the Elderly Affairs program; however, the Sisseton Wahpeton Oyate Policies and Procedures supersede those of the program.

Other Duties:

1. Must be able to attend meetings held after 7:00 pm and some out of town travel.
2. Must fill in when other employees are not able to complete their tasks due to illness or absence.
3. Other duties as assigned.

Qualifications:

- Must have a high school diploma or GED.
 - Must have a valid driver's license and reliable vehicle along with proof of liability insurance.
 - Must have a valid SWO driver's license to utilize SWO vehicles.
 - Some College or Degree is Desirable.
 - Must possess good writing skills and the ability to make oral reports.
 - Must be efficient in computer programs, such as; Microsoft Word, Excel, and be able to communicate in the current email system of the Sisseton-Wahpeton Oyate.
 - Must have management experience.
 - Some medical background is a preferred, but not necessary.
 - Previous experience working with Elders.
 - Must be sensitive to the needs of Tribal Elders, along with the customs and traditional beliefs of the Sisseton-Wahpeton Oyate.

Approved by 

Date 2/14/25