

Iowa Tribe of Oklahoma  
Vacancy Announcement

Position: Title VI Coordinator

Position Number: 4441

Location: Complex

Issuing Date: May 8, 2009

Closing Date: Until Filled



Mailing Address:  
Rt 1 Box 721  
Perkins, OK 74059

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Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

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**POSITION SUMMARY:** Under the general direction of the Director of Human Services. This position plans, develops, implements and administers the Title VI, part A and C of the Older American Act. This program works closely with programs within the Iowa Tribal Community.

**DUTIES AND RESPONSIBILITIES:**

Coordinates the AOA Title VI-A and Title VI-C programs.

Supervises assigned personnel and volunteers. Must supervise cooking as needed. Must participate in cooking as needed

Develops, implements, and monitors the program budgets.

Prepare statistical, narrative, financial and other documents as required by program guidelines and funding sources. Must ensure meals are served as required by grant.

Maintains an accurate record keeping system.

Establishes and maintains relationships with other agencies and organizations in the community.

Directs and coordinates fund raising, public relations, research, cultural activities as needed.

Prepares grants and contract applications to funding agencies.

Ensures program facilities meet all health and sanitation regulations.

Provides nutritional, respite and supportive services that contribute to the welfare of Older Native Americans.

Other duties may be assigned.

**QUALIFICATIONS AND REQUIREMENTS:**

Two years experience working with Elder's and an Associates Degree in Gerontology, Sociology, Nutrition, Public Administration or related field preferred.

May consider a combination of education and experience.

Working knowledge of Federal/Tribal program reporting and budget analysis.

Must possess knowledge, understanding and sensitivity to elderly population.

Must possess good oral and written communication skills.

Must possess a valid driver's license, reliable transportation and be insurable by the Tribe's insurance provider.

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Condition of Employment:

The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test.