



# DELAWARE TRIBE OF INDIANS

## JOB DESCRIPTION

**Position:** Director

**Department:** Elder Nutrition Department

**Employment Status:** Regular

**Class:** Full-Time

**Location:** Bartlesville

**Immediate Supervisor:** Tribal Operations Manager

**Date Prepared:** 7/29/2013

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### GENERAL DESCRIPTION:

The director of the Elder Nutrition Department provides direction and oversight to the department, and its staff and volunteers in order to best serve the nutritional needs of the elders utilizing the service.

### QUALIFICATIONS:

High school diploma or GED as well as at least two years of supervisory experience

Familiarity with Title VI part C operation and management

Must have a food handler's license

Requires a high level of personal integrity and ethics

Requires a high level of problem solving and organization skills

Requires willingness and ability to learn new skills, including travel to conferences and training sessions.

Requires ability to use Microsoft Office Suite programs including Microsoft Project

Requires good interpersonal, communication and teamwork skills.

Requires a high level of confidentiality

Requires excellent verbal and written communication skills

Must have own transportation and clean driving record- may be required to drive GSA vehicle or tribal vehicle to meeting or training.

Must have a basic understanding of special needs diets of the elderly such as diabetic, high blood pressure and heart patient diets.

Must be able to write monthly, quarterly, and annual reports to both the Tribal Council and funding agencies

Must be able to write an annual plan for the department each year, complete with budget and budget justifications.

Must be capable of obtaining/creating and providing elders with educational materials.

Must have basic grant writing capabilities

### **DUTIES AND RESPONSIBILITIES;**

Create regular reports to the Tribal Council and funding agencies

Prepare weekly schedules for employees and volunteers

Responsible for creating a department annual plan and budget each year

Provides direction and oversight to all staff and volunteers

Maintains and reports meal payments and donations as petty cash (reporting to CFO)

Prepares a health menu each month for distribution and publication

Orders food and supplies

Attends monthly and weekly staff meetings

Plans and /or approves special events for the elders such as weekly bingo, exercise, and elders council meetings

Prepares for tribal special events that need to use the dining room or need catering services.

Perform periodic cost analysis for department

Maintain an accurate inventory for the department

Other duties as assigned by Tribal Operations Manager