



QUECHAN INDIAN TRIBE

Fort Yuma Indian Reservation

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 572-2961

POSITION DESCRIPTION

Position: Elder Family Services Coordinator

Salary: \$15.91 per hour

Opening: Wednesday, January 24, 2024

Closing: Tuesday, February 6, 2024

BASIC FUNCTION:

Under the direct supervision of the Social Service Director the Elder Family Services Coordinator has the overall responsibility to develop and maintain a program of counseling and casework services addressing the needs of Tribal Members and their families residing on or near the Quechan Indian Reservation.

DUTIES & RESPONSIBILITIES:

- Counseling families and individuals who apply to the Quechan Elder Services office for assistance during emergency or crisis situations.
- Works with families and individuals to develop plans for dealing with and resolving their problems. Determines, with the client what services or resources are required and where those services and resources are available and assists clients in appropriate contacts.
- Maintains records of all services provided.
- Develops working relationship with direct service providers on the Quechan Indian Reservation and other community resources to expedite client referrals to appropriate resources for required services.
- Documents unmet service needs in the Quechan Community.
- Recommends to the Tribal Council modifications and additions in Tribal programs to meet the services needs of the community.
- Supervise transport staff on a timely basis.
- Prepare written and verbal reports as required.
- Performs other related duties as assigned.

QUALIFICATIONS:

- Graduate from an accredited college/university with a degree in Social Work or related field and two (2) years of experience in the Social Services field.
- Must possess knowledge of Elder Health & Social Issues.
- Must have basic office skills and the ability to operate standard office equipment, computer programs and software.
- Must possess excellent organization and communication skills.
- Must have the ability to prepare and maintain required records and reports.
- Must have the ability to prepare and present budgets.
- Must be independently self-disciplined and motivated.
- Must effectively interact and work well with both elders and young adults.
- Must have a demonstrated ability to maintain confidential and sensitive information.
- Must have a valid driver's license and be insurable by the Tribe.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

350 Picacho Road

Winterhaven, CA 92283

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 572-2961

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check.