

SENECA-CAYUGA NATION

VACANCY ANNOUNCEMENT

The Seneca-Cayuga Nation is accepting applications for the below position.

In compliance with the Seneca Cayuga Nation, Tribal Government Office Employees Personnel Policy, before applicants are solicited from outside the Tribe, consideration shall be given to upgrading the existing staff according to the Tribe's Career Development Program. To qualify for this position prospective applicants must submit a complete application for employment which addresses the applicant's ability to perform each of the below listed specific areas of responsibility, qualifications, and requirements, as well as the physical requirements for this position. Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at www.sctribe.com. Resumes with completed applications may be submitted to Human Resources or online to clewis@sctribe.com.

Posted 4/14/2025. Position Closes 4/28/2025 .

Position Title: CHR Elder Aid

Department: CHR

Immediate Supervisor: CHR Representative

Position Supervised: None

General Statement of the CHR Elder Aid:

Under the direct supervision of the CHR Representative, the Elder Aid for Title IV Part C Caregiver Grant Program plays a crucial role in providing support and assistance to elderly individuals within the framework of the Title IV Part C Caregiver Grant. This federally funded program aims to enhance the quality of life for older adults by providing essential services and assistance to their caregivers.

Specific Areas of Responsibility:

Caregiver Support:

- Collaborate with caregivers to understand the unique needs and preferences of the elderly individuals under their care.
- Provide emotional support, companionship, and assistance to caregivers in managing the daily challenges associated with elderly care.
- Transport elder tribal members to and from medical appointments.

Client Interaction:

- Establish and maintain positive relationships with elderly individuals benefiting from the Title IV Part C Caregiver Grant Program.
- Conduct regular assessments to identify the specific needs, preferences, and health conditions of elderly clients.

Service Coordination:

- Assist in coordinating and facilitating access to various services such as medical care, transportation, nutrition, and social activities for elderly individuals.
- Work closely with community resources and service providers to ensure comprehensive care for the elderly population.

Documentation and Reporting:

- Maintain accurate and up-to-date records of interactions, services provided, and client progress.
- Provide documentation to the CHR Representative.

Education and Outreach:

- Assist CHR Representative in outreach programs to raise awareness about the Title IV Part C Caregiver Grant Program and its benefits within the community.
- Provide educational resources and information to caregivers on best practices in elderly care.

Training and Development:

- Stay informed about current trends and best practices in elderly care through continuous training and professional development.
- Share knowledge and insights with caregivers to enhance their skills and capabilities.

Qualifications and Requirements:

- High school diploma or GED.
- Certified Nursing Assistant preferred but not required.
- Must have a valid driver's license in good standing.
- First Aid and CPR Certification is required (May be completed after initial hiring.)
- Verifiable experience and/or training in providing care for senior or disabled persons.
- Demonstrated competency in the skills required to meet the needs of our clients.
- Ability to lift 50-60 lbs.
- Excellent interpersonal and communication skills.

- Compassion and empathy for the elderly population.
- Knowledge of Title IV Part C Caregiver Grant Program guidelines and regulations is an asset.

Working Conditions:

The Elder Aid may work in various settings, including community centers, healthcare facilities, or directly within the homes of elderly individuals. The position may require flexible hours to accommodate the needs of the elderly and their caregivers.

This grant funded position is a general guideline and may be subject to change based on the specific requirements and policies of the Seneca-Cayuga Nation Title IV Part C Caregiver Grant Program.

Tribal/Indian preference will be observed in the filling of this position.