



EMPLOYMENT OPPORTUNITIES

Job Title: Elderly Coordinator

Closing Date: 03/03/2026

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 26-116-2

Job Type: Full-Time Regular

Department: District Three Service Center

Location: 18 E. Pima Street

City: Sacaton, AZ

Area of Interest: Community Services

Salary Rate: \$51,874.00 – \$77,874.00

Tribal Driving Permit Required: Yes

DISTINGUISHING FEATURES OF THE CLASS:

The Elderly Coordinator is responsible for coordinating services and programs for the elderly of the Community. This position advocates, supports, and coordinates respective programs and services serving the elderly. This position works closely with other tribal departments to ensure the elderly are achieving the highest possible quality of life. The Elderly Coordinator provides administrative oversight of the District Senior Centers operations.

ESSENTIAL FUNCTIONS:

- Provide supervision for assigned staff, which includes electronic timesheet approvals, leave request approvals, and performance evaluations.
- Prepare and maintain a budget for the operation of a district elderly center; Provide administrative oversight of senior center operations.
- Plan and execute activities for elderly which includes national, state, and community activities/events; Procure items needed for activities; Set up room for activities and events.
- Utilize computer software applications platforms to develop client lists; Maintain and update on a yearly basis.
- Identify GRIC departments, organizations, and businesses that provide services for community elderly.
- Research new ideas for programs and activities while taking into consideration participants recommendations; Design, plan, create, and post monthly calendars and flyers to advertise activities and GRIC department activities/events.
- Develop groups and programs in response to the needs, abilities, and interests of the elder participants; attend meetings (district senior meetings, elderly concerns, supervisor meetings, district community meetings, cook's meetings, etc.) as needed.
- Prepare weekly schedule for the Van Driver and may provide transportation as requested; May assist in the preparation and delivery of meals for the elderly.
- Maintain communication with the elderly population by providing essential program services.
- Conduct welfare checks and refer elders to appropriate departments as necessary; Assist in completing application, which includes updates, and renewals for Elderly meals programs.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of and experience in administrative procedures and reporting systems.
- Knowledge of economic, educational, social and health problems of Native Americans, especially the elderly.
- Knowledge of the Gila River Indian Community, its procurement regulations, and budget process.
- Ability to utilize computers and related applications software (e.g., word processing, spreadsheets, database, etc.).
- Ability to express ideas clearly, orally and in writing.
- Ability to plan, supervise, and coordinate the work of others.
- Ability to maintain accurate records and prepare reports.
- Ability to communicate and negotiate favorably with other Tribal departments and programs;
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

REQUIRED EDUCATION AND EXPERIENCE:

- Associate's degree from an accredited college or university in Social Services, Gerontology, Recreation Administration, Human Services, or a closely related field and three (3) years' experience in community service, social services, or program development which involved working with Elderly or disabled and which includes one (1) year supervisory experience; Or
- Five (5) years' experience in community service, social services, or program development which involved working with Elderly or disabled and which includes two (2) years supervisory experience.
- Bachelor's degree from an accredited college or university in Social Services, Gerontology, Recreation Administration, Human Services, or a closely related field preferred.

ADDITIONAL REQUIREMENT:

- Ability to understand and speak the Pima or Maricopa language preferred.
- **Background checks are required for positions that involve regular contact with or control over Community Children in accordance with *The Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Sections 3201 through 3210 and C.F.R. Part 63* and positions that have regular contact with the Elderly.**
- Required to obtain a Tribal Operator's permit. Valid state driver's license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.**

Supervisory, Salaried Position

Reports to Service Center Coordinator or designee

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: www.gilariver.org