



CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.

738 North Market Boulevard
Sacramento, California 95834

(916) 920-0285 ♦ 1-800-640-CIMC ♦ (916) 641-6338 FAX

1-800-748-5259 (TDD/Hearing Impaired)

www.cimcinc.org

JOB ANNOUNCEMENT

POSITION: Elders Program Coordinator
(Open)

CLOSING DATE: Open Until Filled

WORKSITE: CIMC Central Office
738 North Market Boulevard
Sacramento, California 95834

STARTING PAY: \$1,216.00 to \$1,277.60 weekly
DOE

CONTACT PERSON: M. Ligaya Hattari
Human Resource Manager

RESPONSIBILITIES: The Elders Program Coordinator shall oversee the activities of the CIMC Elders Program. Shall be responsible for the implementation of the CIMC Elders Program, including but not limited to outreach, information and referral services, follow-up and nutrition services to include both congregate and home delivered meals. Shall insure that all activities are in compliance with all applicable rules and regulations. Shall insure that all activities are operating at an acceptable level with respect to program goals and objectives. Shall insure that time frames are met. Shall prepare program plan, budget, and program reports.

REQUIREMENTS: At least three (3) years of program management experience in federally funded programs demonstrating the knowledge and abilities, and a Bachelor's degree with major work in Gerontology or related field; a valid California driver license, good driving record, own transportation and adequate insurance.

KNOWLEDGE OF: Purpose, goals, operating requirements, rules and regulations of the Older Americans Act, Title VI; program services available; and Microsoft Office programs.

ABILITY TO: Plan, develop and review program planning; supervise and direct personnel and volunteers; analyze and interpret program rules and regulations; analyze, assess and measure effectiveness of Elders Program activities and develop changes when necessary; prepare, analyze and monitor budget and expenditures; present information effectively to management, staff, clients and the general public; organize and maintain records, including electronic records and prepare reports; operate standard office equipment including computer equipment and office software programs including, word processing, spreadsheet and database programs; and travel on a regular basis.

OTHER QUALIFICATIONS: Strong communication, management, leadership and supervisory skills. Demonstrated ability to resolve programmatic and administrative issues

GENERAL INFORMATION: CIMC Applications are available at www.cimcinc.org

Submit applications to: M. Ligaya Hattari, Human Resource Manager
California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

An original CIMC Application must be completed and received at any CIMC Office for consideration, until this position is filled. Reasonable efforts will be made to accommodate persons with disabilities. Please notify the contact person at the telephone number listed above in advance of any special needs.

Qualified Indians will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (24 U.S.C.450, et seq.) and other relevant laws.

In accordance with the Immigration Reform and Control Act of 1986, the individual selected will be required to provide employment eligibility verification to prove eligibility to work in the United States prior to employment.

Successful completion of a criminal history background check will be required of the candidate selected for this position.

CIMC is an Equal Opportunity Employer/Program
Auxiliary Aids & Services are Available Upon Request to Individuals With Disabilities