

CHEYENNE RIVER SIOUX TRIBE
CENTER FOR ELDERS
MANAGER

DESCRIPTION OF WORK

General Statement of Duties: The Center for Elders (Center) Manager is responsible for developing and administering comprehensive nutrition and community program tailored to the elders of the Cheyenne River Reservation. The Manager will ensure nutritious meals, nutrition education, and health and social support services while adhering to tribal regulations and federal funding guidelines, including Title III and Title VI. This includes planning menus, cooking, coordinating meal delivery, supervising staff, managing budgets, and collaborating with tribal health and social service agencies to address the unique needs of the Lakota Elders. The position requires familiarity with budget management and grant funding, and a strong understanding of nutrition standards and programming.

Supervision Received: Works under the general supervision of the CRST Administrative Officer. See Resolution No. E-24-2025-CR pertaining to oversight and guidance.

Supervision Exercised: Exercises Supervision over program staff including Assistant Manager and support staff including cooks, drivers and volunteers.

EXAMPLE OF DUTIES:

Under the authority and supervision of the Administrative Officer and guided by a subcommittee of the Human Service Committee, the Center Manager is responsible for the following functions and tasks:

The Manager will be responsible for day-to-day operation of the kitchen and the staff to ensure timely cooking, delivery of daily congregate, take-out and meal delivery services. The Manager will work with a Nutritionist to devise a month's menu of healthy and nutritious meals. Manager will be responsible for ordering or ensuring the ordering and delivery of food and related supplies in a timely manner to be able to prepare meals. Manager will strive to use fresh, local and organic products as much as possible. Manager will develop a delivery and take-out system that is user friendly for elders. This includes properly addressing calls for take-out or delivery, using technology where possible to assist.

Manager and staff will ensure that the Center hours and space are available for elder meals, gatherings, socializing and events. This includes supporting the planning and hosting of events for the benefit of elders. Manager will provide, per budget, provide a range of activity options, which may be in coordination with other tribal programs and outside entities.

The Manager is responsible for working with the Human Resource Department, following the Tribe's Personnel Policies, in all personnel related matters. Manager is bound by confidentiality as it relates to personnel and budget matters. The Manager will supervise staff to ensure all tasks are completed and compiled with according to their job descriptions. Develop and implement policy and procedures in accordance with federal guidelines and requirements; as well as providing process for elder feedback and input. The Manager will establish methods for elder feedback that may include phone, paper or electronic surveys; input for future meals and/or activities; and the connect to the Human Service subcommittee as it relates to concerns and/or grievances that are not resolved at the Manager level.

The Manager must be familiar or become familiar with all relevant tribal, state and federal programs that are to be used as resources. This includes but is not limited to the Older American Acts; and Title III and Title VI funding. Manager will work with federal funding to ensure compliance and required reporting to federal funding agencies. The Manager will be responsible for the fiscal management of the program and working with the Tribe's Finance Office to budget, prepare purchase orders and vouchers, and bi-weekly time sheets. The Manager will be responsible to implement a social and health component for the Center. This may include but is not limited to proper cleaning of all areas of the facility, and health monitoring.

Other duties may include (list is not exhaustive) these tasks:

Program Planning and Implementation:

Develop and implement a comprehensive elderly nutrition program plan aligned with tribal needs and federal requirements. Incorporate elements of health and wellness. Work with Tribal Health to provide outreach for daily stretching, blood pressure and sugar monitoring as well as mental health check monitoring. Design menus that meet dietary guidelines, consider cultural preferences, and accommodate special dietary needs. Oversee the operation of congregate meal sites and home-delivered meal services. Coordinate with local vendors and food suppliers to ensure quality and cost-effectiveness.

Client Management:

Conduct outreach to identify eligible tribal elders and enroll them in the program. Conduct nutritional assessments and dietary counseling for participants. Monitor participant satisfaction and address concerns regarding meal quality and delivery.

Staff Supervision:

Recruit, hire, and train nutrition staff including meal preparers, delivery drivers, and outreach workers. Assign tasks, delegate responsibilities, and monitor staff performance. Provide ongoing training on food safety, nutrition education, and cultural sensitivity.

Budget Management:

Develop and manage the program budget, ensuring compliance with funding sources. Monitor expenditures, identify cost-saving measures, and allocate funds effectively. Submit accurate financial reports to funding agencies.

Community Collaboration:

Collaborate with tribal health clinics, social service agencies, and community organizations to identify and serve vulnerable elders. Partner with local farmers' markets and food banks to incorporate fresh, culturally relevant foods into menus. Organize social and recreational activities for program participants to promote socialization and well-being.

Compliance and Reporting:

Ensure adherence to all federal and tribal regulations related to nutrition programs for the elderly. Maintain accurate program records and documentation for reporting purposes. Submit required reports to funding agencies on program activities and outcomes.

MINIMUM QUALIFICATIONS:

A minimum High School Diploma or GED with a Bachelor's Degree in a related field is preferred. Minimum of three (3) years of experience in management and/or nutrition programs. Knowledge of nutrition standards related to food service programs. Understanding of Lakota culture and dietary practices. Food Handlers Certification or be willing to obtain one upon hiring. Ability to communicate effectively in English and speak or understand Lakota. Familiarity with patient/client protected health information (HIPAA). Grant Management experience (preferred). Minimum of three (3) years of experience in management of staff in a direct or related field.

Must have CPR and First Aid certification or willingness to obtain them within 90 days of hire. Ability to lift, pull and move objects weighing up to 20 pounds, as well as bend, lift, reach, stoop, pull, push, twist, and kneel without restriction. Familiarity with patient/client protected health information (HIPAA).

SPECIAL REQUIREMENTS: Person hired is subject to CRST Drug Testing Policy, and subject to Tribal/Local, Federal and State background checks prior immediately after being selected. Confidentiality is required as it pertains to HIPAA. Must have a valid SD Drivers License.

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