



Position Announcement

Open as of: April 25, 2017 Closing Date: Open Until Filled

CAREGIVER SUPPORT PROGRAM SPECIALIST II

Salary: \$41K-\$45K (DOE) Benefits: Medical, Dental, Basic Life & 401(k)

The Caregiver Support Program Specialist II, under the general supervision of the Area Agency on Aging (AAA) Director, will be responsible for planning and coordinating activities of the Older Americans Act - National Family Caregiver Support Program (NFCSP) including the Native American Caregiver Support Program (NACSP), and the Disease Prevention – Health Promotion (DPHP) evidence-based programs.

Duties and Responsibilities: This list is not all inclusive of the duties and responsibilities and/or skills, knowledge, and abilities of this position.

- Provides direct service of Caregiver Education and Information for family caregivers and grandparents raising grandchildren living in tribal communities.
- Provides technical assistance to tribal program managers in the delivery and reporting of Family Caregiver Support Program Services.
- Develops and trains the Powerful Tools for Caregivers (PTC), Respite, Chronic Disease Self-Management Program (CDSMP), VA REACH and the Enhance Fitness (EF) Program.
- Maintains required certification for Master-level training of evidence-based programs.
- Conducts program monitoring to ensure service delivery practices are in compliance with regulations & scope of work outlined in the DES Division on Aging and Adult Services manual.
- Collaborates with state, federal and tribal personnel and other professionals concerning FCSP and DPHP program activities.
- Works with tribes in entering caregiver data in AAA database.
- Represents the Inter Tribal Council of Arizona (ITCA) and the Area Agency on Aging, Region 8 at meetings, conferences, and workshops.
- Adheres to the ITCA policies and procedures for handling of confidential information, tribal information, individual information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of tribal healthcare and human services delivery systems;
- Knowledge in program planning;
- Well-developed communication and strong presentation skills;
- Excellent writing and analytical skills;
- Proficiency using Microsoft software such as Word, Excel, and PowerPoint;
- Ability to work well with tribal program staff, elders, and family caregivers from various tribal backgrounds;
- Ability to adapt to a changing environment and handle multiple priorities.

EDUCATION REQUIREMENTS AND EXPERIENCE:

BA degree in Health, Human Services or Nursing is preferred. Plus to four (4) yrs exp working for or providing service directly to Tribal communities or an equivalent combination of education & experience. Employment is contingent on passing a fingerprint clearance; the Arizona Department of Economic Security's Central Registry Background Check & maintains good standing throughout employment.

To obtain an application, visit our website: www.itcaonline.com

Relocation expenses not available.

Inter Tribal Council of Arizona, Inc. is An Equal Opportunity Employer and A Drug-Free Workplace

Ak-Chin Indian Community
Cocopah Tribe
Colorado River Indian Tribes
Fort McDowell Yavapai Nation
Fort Mojave Indian Tribe
Gila River Indian Community
Havasupai Tribe
Hopi Tribe
Hualapai Tribe
Kaibab Band of Paiute Indians
Pascua Yaqui Tribe
Pueblo of Zuni
Quechan Tribe
Salt River Pima-Maricopa Indian Community
San Carlos Apache Tribe
San Juan Southern Paiute Tribe
Tohono O'odham Nation
Tonto Apache Tribe
White Mountain Apache Tribe
Yavapai-Apache Nation
Yavapai-Prescott Indian Tribe