

2 positions

**PASSAMQUODDY SOCIAL SERVICES  
JOB DESCRIPTION**

**POSITION TITLE:** Social Services-Elder Advocate

**ACCOUNTABILITY:** Social Services Director

**RESPONSIBILITIES:** This person is responsible for advocating for elder needs, acting as liaison with outside agencies that serve the elderly, providing ombudsman services for elders in the designated service area, and providing oversight of nutrition services. And provide local transportation services and recreational/social activities for community elders.

Duties include:

- Provide information, referral and support services to Passamaquoddy Tribal Elders.
- Seek out and identify outside resources and services for Penobscot tribal elders in Washington County with particular emphasis on the Title III Program and the Eastern Area Agency on Aging.
- Ensure that the rights of tribal elders are safeguarded.
- Maintain case records including basic demographic data, contact dates, list of services being received, those needed, etc.
- Make regular contact with Passamaquoddy elderly households in Washington County on an annual basis.
- Perform assessments for persons referred for and receiving home-delivered meals.
- Transport elders to and from the congregate meal site for the mid-day meal.
- Maintain confidentiality and privacy of client and program information.
- Mandated Reporter for Adult/Elder Protective
- Transport elders on local shopping trips and to recreational/social activities.
- Deliver meals to the homes of shut-in elders.
- Maintain daily vehicle logs and submit them to the Social Services Director at the end of each month along with fuel receipts.
- Ensure that the vehicle is properly maintained including gas, oil, inspections, and other routine maintenance.
- With direction from supervisor arrange for the repair of non-routine maintenance items, and transport vehicle to and from the garage.
- Organize recreational and social activities for community elders.
- Maintain individual activity attendance sheets and submit them to the Social Services at the end of each month.
- Perform other duties as assigned by the supervisor.

**QUALIFICATIONS:** High school diploma or GED required. This position requires a willingness to work with the elderly. Proven ability to maintain confidentiality required. This person must: 1) possess demonstrated writing skills; 2) have the ability to communicate with and relate to the needs of the elderly population; 3) keep clear and organized written records; 4) work

cooperatively with Indian and non-Indian service providers; and 5) have a valid driver's license, a clean driving record, and access to a reliable vehicle to use for travel. The ability to operate a PC computer with Microsoft Word and Excel software is preferred. Applicant must never have been convicted of a felony. Applicant will be required to sign a waiver for background check; successfully undergo a criminal background check, including fingerprinting. Native American Preference will be adhered to in accordance with the Passamaquoddy Tribe Personnel Policies and Procedures.

**Full-time, Permanent**