

LOWER BRULE SIOUX TRIBE

Elder Nutrition Program

Job Announcement

JOB TITLE: Elder Nutrition Director

JOB CLASS: DOE

JOB SUMMARY: The Elder Nutrition director has the responsibility of directing and supervising the day-to-day operations and administrative functions, including the meal service and the overall planning of quality services provided by the kitchen staff.

Illustrative Duties & Responsibilities

- Establish and maintain plans and procedures for the development and implementation of a comprehensive and coordinated nutrition program for the elderly home-delivered meals, information and referral, and addressing the general needs of the clients
- Supervise all program staff
- Conduct regular performance evaluations for the staff as scheduled
- Ensure the accurate preparations and timely submission of all reports as requested by the funding agency
- Plan and implement In-service for the staff
- Participate in the on-going assessment and evaluation of the food service and nutrition education components to meet changing needs and service priorities as necessary
- Plan menus for all meals
- Plan and coordinate program activities with other center activities
- Assist in fundraising and grant writing activities to support Elderly Nutrition program
- Implement and maintain internal management information, monitoring, and evaluation systems as required by administration and funding sources
- Provide training and technical assistance to meal site staff
- Process routine accounting/personnel forms such as employee timesheets, travel expenses, vouchers, vacation request, application for employment, etc.
- Perform other related duties as assigned

Qualifications & Requirements

- Advance knowledge of procedures of position; general knowledge such as demonstrated by completion of an associate's degree; a successful completion of post-secondary education or training
- Or equivalent of five years or more of job related experience

Skills:

- Mastery of basic skills associated with performance of standard duties of the job; potential to keep up with advanced technologies

Abilities:

- Basic employability; ability to work as a team with fellow employees
- Ability to handle multiple details of job and to maintain order; ability to deal courteously and appropriately with fellow employees and clients

To Apply:

Submit LBST applications/resume' to:

**Human Resources Department
187 Oyate Circle
Lower Brule Sioux Tribe
Lower Brule, SD 57548**

Opening Date: 02/07/23

Closing Date: 03/07/23