

**FORT BELKNAP INDIAN COMMUNITY
656 AGENCY MAIN STREET
FORT BELKNAP AGENCY
HARLEM, MT 59526
(406)353-2205**

TITLE:	ELDER ADVOCATE	STATUS: PTE/TEMP
DEPARTMENT:	HUMAN SERVICES	SALARY: \$13/hr.
PROGRAM:	SENIOR CITIZENS PROGRAMS	LOCATION:
		1. Agency and
		2. Hays & Lodge Pole

SUPERVISION RECEIVED: Works under the direct supervision of Senior Citizens Director.

SUPERVISION EXERCISED: None

GENERAL DESCRIPTION OF DUTIES: The Elder Advocate will perform the following duties:

- Plan home visits to homebound seniors and document their needs.
- Provide information to the homebound on all information related to senior citizens.
- Transport when no other source of transportation is available.
- Be respectful of all senior citizens participating in the center.
- Work cooperatively with all programs to offer supportive services to senior citizens.
- Work with Senior Center Staff in the kitchens if requested.
- Be physically able to assist any senior citizen with lifting and cleaning upon request.
- Participate in any trainings offered relevant to aging.
- Sign confidentiality statement.
- Be consistent in work attendance.

SPECIAL SKILLS AND ABILITIES:

Possess networking, organization and communications skills.

Possess some computer skills.

Be able to follow instructions from supervisor.

EDUCATION: High School diploma or GED, other related certificates.

EXPERIENCE: None required.

SPECIAL CONDITIONS:

Will be subject to and must comply with the Fort Belknap Indian Community Council Substance Abuse Prevention, Drug/Alcohol Free and Drug/Alcohol Testing Policy.

Possess valid Montana Driver's License.

Have reliable transportation to transport if necessary and have insurance.

Attend CPR and First Aid training when available.

IMMIGRATION REFORM AND CONTROL ACT: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.