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# LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

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## HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969  
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**POSTED: January 15<sup>th</sup>, 2026**

**DEADLINE: January 29<sup>th</sup>, 2026**

**POSITION:** Elders Program Generalist

**DEPARTMENT:** Elders Program/The Gathering Place

**SUPERVISOR:** Elders Program Director

**LOCATION:** Tribal Administration

**EMPLOYMENT:** Full-Time – (40) Hours/Week

**SALARY/PAY RATE:** \$17.00-\$20.00 per hour D.O.E.

### **DESCRIPTION:**

The Elders Program Generalist plays a vital role in supporting the wellbeing, independence, and engagement of our LVD Tribal Elders. This position is responsible for coordinating local and some medical transportation needs for Elders, and delegating transport requests to program transporters. At times, this position may be required to provide transport personally.

Additional duties include assisting Elders with the Commodity Food Program, supporting social activities and program events, helping with coordinating trips and fundraisers, and helping connect community members to appropriate resources. The Generalist may also assist with delivering homebound meals when needed, support the monthly newsletter, and ensure accurate reporting for the Title VI Program grant.

### **RESPONSIBILITIES:**

- Coordinate all Elder transportation requests, including local and medical transport.
- Communicate and often collaborating with the LVD Health Center regarding medical transport needs.
- Answer all phone calls related to transportation; delegate rides to transporters and ensure timely follow-through.

- Provide transportation personally when necessary.
- Assist Elders with signing up for the Commodity Program and coordinate rides as needed.
- Assist in planning and coordination of Elders Program social activities, events, trips, and fundraisers.
- Answer incoming calls and connect Elders to appropriate services and resources.
- Assist in delivering homebound meals to eligible Elders when required.
- Daily office duties: filing, answering phone calls, along with periodic outreach work.
- Maintain accurate monthly reports for the Title VI Program and help ensure transporters complete their reports as well.
- There may be times when traveling may be required for Elders trips or training.
- Assist in the creation and distribution of the Elders Program monthly newsletter.
- Uphold LVD Elders Program mission, values, confidentiality expectations, and cultural standards.

### **MINIMUM QUALIFICATIONS:**

- Must possess a valid driver's license.
- High school diploma or equivalent required.
- Ability to pass a background check.
- Must pass a drug screening.
- First Aid/CPR certified, or willing to become certified within 90 days of hire.
- Previous experience working with the elderly is preferred but not required.
- Ability to lift up to 70 pounds; must be able to bend, twist, stand, walk, sit, and stand for extended periods.
- Must uphold confidentiality and demonstrate sensitivity to the needs of Tribal Elders.

### **OTHER QUALIFICATIONS**

Strong verbal and written communication skills.

- Basic computer knowledge and ability to learn program-related software.
- Willingness to accept and apply constructive feedback.
- Positive and respectful attitude toward coworkers, supervisors, Tribal Council, and Tribal Elders.
- Must maintain cultural sensitivity by being respectful and empathetic toward Elders' needs.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position. Native American preference shall apply in accordance with Lac Vieux Desert Policy.*

**Date Approved by the Tribal Council: 01/13/2026**