

## **JOB OPENING ANNOUNCEMENT**

**Job Title:** Elder/Disabled Advocate

**Report To:** Social Services Director

**Department:** Social Services

**Job Vacancy:** YAN-25-119

**Status:** Full-Time; Non- Exempt

**Starting Wage:** DOE

**Opening Date:** 12/8/2025

**Closing Date:** Until Filled

### **POSITION DESCRIPTION:**

Promote the independence, dignity, and self-worth of elders and disabled tribal members through providing a comprehensive range of services to empower them to help themselves to ensure the safety and personal well-being of elders/disabled in a variety of settings.

### **QUALIFICATIONS:**

- Knowledge of the history, culture, laws, rules, customs and traditions of the Yavapai-Apache Nation.
- Must have an Associate's Degree (AA) from accredited college or university in a closely related field. Bachelor's degree preferred.
- Preferred (2) years full time professional experience in this field or in a related area; preferably in a Tribal community basis service agency
- Familiarity with Social Security and Disability laws a plus
- Above average ability to communicate orally and in writing
- Present professional attitude and appearance in all situations
- Be available to work all shifts and be on call
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

### **DUTIES AND RESPONSIBILITIES:**

- Maintain an awareness of the elder/disabled community through home visits and face to face interaction
- Provide assistance to the elder/disabled community in conveying their needs to other agencies and advocating on their behalf with these agencies.
- Maintain adult guardianship files according to BIA CFR standards.
- Type letters, memos, reports, routine office work common in daily office operations
- Plan and carryout the provision of services from this office to include the development of an Adult Protective Services
- Maintain good working relationships with other agencies within and out of the Nation in order to maximize benefits to the elder/disabled population
- Provide reports as necessary to the Courts in matters involving the elder/disabled individuals
- Have knowledge of policies and procedures affecting assigned duties

- Provide case management and social services to assist elders/disabled and their families to make decisions that are in the best interest of the client
- Will identify priority needs to include: food, transportation, disability services, medical care, estate and will planning and benefits
- Will assist with SSI applications and follow up when necessary

### **Physical Requirements**

The employee must occasionally lift and or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms.

The employee is frequently in the field performing assessment or protection needs and subject to various conditions of terrain, weather and animals.

**How to apply: Please submit your resume and application to:**

**Yavapai-Apache Nation / Human Resources**

**2400 W. Datsi / Camp Verde, AZ 86322**

**P: 928-567-1062 / Fax: 928-567-1064**

**[www.yavapai-apache.org](http://www.yavapai-apache.org)**

### **INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**