

YUROK TRIBE JOB DESCRIPTION
Elder Services Representative

Job Title:	Elder Services Representative				
Job Grade	5	FLSA Status:	Non-Exempt	Location:	Eureka/Klamath
Department:	Client Services		Division:	NER-GERY 'Oohl', Helping Yurok People - Health & Human Services	
Reports To:	Program Outreach Manager				
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE					
Salary Range:	\$18.78-\$24.50				

POSITION SUMMARY:

This position is to assist in the development of an overall program and service provision for meeting the needs of Yurok Elders. This would include assistance with establishing relationships with other agencies and Tribal departments who offer services to elders. This position would ensure that elders are receiving services within the confines of this program. Direct client services will be a requirement of the job duties. This position will be required to develop sound organizational skills and coordination with agencies and internal departments to ensure elders are able to obtain services.

DUTIES AND RESPONSIBILITIES:

1. Provide elder services by working in collaboration with the internal departments and community health programs.
2. Assist elders to access resources available to them including housing, counseling, medical services, victim services and legal services.
3. Triage and determine appropriate needs and services.
4. Develop and monitor care plans; coordinating service delivery with Tribal Public Health Department and community-based agencies.
5. Organize social events, provide presentations, and outreach efforts to educate elders about the availability of services in collaboration with internal departments.
6. Make routine contact with Yurok Tribal Elders to identify individual elder's needs and maintain up-to-date records of elder contact information.
7. Facilitate transportation of elders to housing, legal, medical, and emergency services and accompany clients to appointments and programs.
8. Facilitate Yurok Elder Committee meetings, assist with analyzing and raising awareness about elder service gaps.
9. Assist to collect data and analyze, prepare and distribute a monthly program activity report; including quarterly data reports addressing the stated performance measures in the grant; collaborating with academics and consultants to conduct qualitative and quantitative evaluation; and distributing year-end process evaluation and impact analysis.
10. Solicit in-kind donations for Tribal Elders.
11. As directed assist in delivering emergency supplies and services such as food, water, and equipment.

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12. Prepare written and verbal reports for the Department Director noting the clients' needs, services provided, and assessing the effectiveness of service delivery methods.
13. Working with local senior programs to help in coordinating services and expanding the programs of partnering agencies.
14. Assist with the recruitment and training of volunteers, mentors, and students.
15. Work with the Yurok Indian Housing Authority for elder services.
16. Access emergency elder assistance from local agencies when needed.
17. Other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

MINIMUM QUALIFICATIONS:

1. Computer literacy including Microsoft Office.
2. Ability to successfully navigate through computer screens and access the Internet.
3. Ability to review documents and forms to determine accuracy and make corrections as necessary.
4. Excellent knowledge of English (must provide a written example during interview).
5. Ability to prepare correspondence and reports.
6. Ability to communicate both orally and in writing.

EDUCATION/EXPERIENCE:

High school diploma/GED and one year of specialized experience working in a social service-type program OR Associate of Art degree.

Specialized Experience: Experience that equipped the applicant with the knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled. Applicants who have the 1 year of appropriate specialized experience are not required to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements such as life experience that exposed the individual to elder type programs .

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance. **THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD**

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PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES.

4. Must complete mandated reporting within 60 days of hire.
5. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
6. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
7. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
8. VISION REQUIREMENTS:
 - Close vision (clear vision at 20 inches or less).
 - Color vision (ability to identify and distinguish colors).
 - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
 - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature	Date	Employee #
Supervisor Signature	Date	