**YUROK TRIBE JOB DESCRIPTION**

**Elder Services Specialist**

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**Job Title:** Elder Services Specialist  
**Job Grade:** 5  
**FLSA Status:** Non-Exempt  
**Location:** All Areas  
**Department:** Public Health  
**Division:** Public Safety  
**Reports To:** Director  

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**POSITION SUMMARY:**

The purpose of this position is to develop an overall program and service provision for meeting the needs of Yurok Elders. This would include establishing relationships and memorandums of understanding with other agencies and Tribal departments who offer services to elders. This position would serve as an advocate for the program, oversee staff and ensure that elders are receiving services within the confines of this program. Direct client services may be a part of the job duties. The Long-Term Elder Care Program will conduct outreach on the Yurok Reservation by assisting elders, enhance outreach efforts, and provide prevention. This position will be responsible for coordination of agencies, adjunct programs, and seeking partners for funding. There will be direct coordination and collaboration with the Yurok Tribe Public Health department.

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**DUTIES AND RESPONSIBILITIES:**

1. Provide elder health services by working in collaboration with the Department of Health and Human Services, United Indian Health Services and Yurok Tribal Court and Client Services.
2. Assist elders to access resources available to them including housing, counseling, medical services, victim services and legal services.
3. Manage case plans for clients who have been victims of abuse including law enforcement referrals and restraining orders.
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.
6. Make routine contact with Yurok Tribal Elders to identify individual elder’s needs and maintain up-to-date records on elders contact information.
7. Facilitate the transportation of elders to housing, legal, medical, and emergency services and accompany clients to appointments and programs.
8. Facilitate Yurok Elder Committee meetings, analyzing and raising awareness about Elders’ service gaps.
9. Implement and manage the Elder Service Corps, a volunteer program that matches elders and community volunteers based on elders’ identified needs and volunteers’ capabilities/interests.
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10. Collect data and analyze, preparing and distributing monthly program activity reports; 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.
11. Solicit in-kind donations for Tribal Elders. As directed assist in delivering emergency supplies and services such as food and transportation.
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. Collaborate with the Humboldt Senior Services Center to replicate services on the Yurok Reservation; coordinate the expansion of UIHS’s Repchem Program, educational and nutritional services for people diagnosed with diabetes; and collaborate with the Court’s Mediation and Advocacy Program to apply judicial interventions to elder abuse cases and appoint Elder Advocates to represent elders in legal and non-legal matters.
14. Recruitment and training of volunteers, mentors, and students.
15. Implement activities from the Yurok Indian Housing Authority Senior Citizen fund grant.
16. Other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervise any additional Long Term Elders Care Program staff, volunteers, mentors, or students.

DESIRABLE QUALIFICATIONS:

Familiarity with the geography and culture of the Yurok Reservation.
Experience in assisting Elders and knowledge of their needs.

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 two (2) years’ experience working in a social service-type program

OR

Associate of Art degree and or 1 year of experience working in a social service-type program
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Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

CONDITIONS OF EMPLOYMENT:

- All applicants are subject to the Tribe’s Drug and Alcohol-Free Workplace Policy including pre-employment screening.
- 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.
- 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 PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES

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.

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.

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 twenty pounds.

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.
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