



Yurok Tribe

Job Description

JOB TITLE:	Eligibility Technician		
JOB GRADE:	6/7	REPORTS TO:	Eligibility Coordinator
STATUS:	Non-Exempt	LOCATION:	All Areas
DEPARTMENT:	Client Services	DIVISION:	Health and Human Services
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$20.67-\$26.97/\$22.70-\$29.62		

POSITION SUMMARY:

Process tribal social services program intakes for Client Services Department (CSD). Maintain client log and follow-up services for referrals. Perform administrative duties as needed. Help tribal members complete referral forms and intake packets.

DUTIES AND RESPONSIBILITIES:

1. Record all intake received for CSD.
2. Track all clients on master list.
3. Ability to use multi-line phone system.
4. Help Tribal members and community fill out referrals for services.
5. Help Tribal members and community fill out intake packet.
6. Responsible as point person for all intakes and referrals for CSD.
7. Coordinates inter agency and external agency referrals.
8. Determine and facilitate application and referral processing for all eligible programs within Ner-Gery 'Oohl', division.
9. Compile data for reports having to do with intake/referrals and access to services.
10. Conduct professional behavior and communication with participants and co-workers.
11. Maintain strict confidentiality at all times.
12. Assist with process improvement of program administration.
13. Document all contact with program participants in the identified database.
14. Communicate with and assess the needs of individuals with physical and mental disabilities, health issues substance abuse and mental health issues.
15. Problem solving activities include action planning, identifying resources, goals, and timelines to resolve issues, etc.
16. Participate in training, events, and activities.
17. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. Grade 6: Highschool diploma or GED with three years specified experience. Employee must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
2. Grade 7: Highschool diploma or GED with four years specified experience. Employee must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
3. Candidates with equivalent combinations of education, training and experience will be considered.

SUPERVISORY RESPONSIBILITIES:

This position has no direct supervisory responsibilities.

MINIMUM QUALIFICATIONS:

1. Knowledge of health and wellness activities.
2. Ability to work independently with minimal supervision for routine tasks.
3. The ability to work as part of a strength-based team.
4. Ethical judgment in decision making.
5. Intermediate skill and knowledge of computer terminology and the ability to navigate through computer screens and complete and review basic computer documents and other forms.
6. Knowledge of English, grammar, spelling, punctuation, and a variety of letter and report formats in order to prepare correspondence and reports.
7. Demonstrated skills in planning and implementing activities that promote health and wellness.
8. A flexible work schedule is required, to include evening and possible weekend hours as needed to provide services, training, and presentations to families as well as other community events.
9. Ability to calculate figures and amounts to perform eligibility determinations such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
10. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture, and values.
11. Experience with Microix preferred.
12. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

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.
4. 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, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. 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 and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

Employee Signature

Date

Employee #

Supervisor Signature

Date