POSITION DESCRIPTION

POSITION TITLE  Tribal Navigator

OPENING DATE  1/27/2020  CLOSING DATE  2/7/2020

DEPARTMENT  Community Wellness  LOCATION  Yellowhawk Tribal Health Center & Nixyaawii Senior Center

SUPERVISED BY  Community Wellness Director  SALARY  $36,046 - $54,080 annual  Grade: E

STATUS  Full Time; Non-Exempt

MINIMUM QUALIFICATIONS

1. Associate’s degree in social, behavioral or health science, general studies.
2. 4 years professional work experience in human services (i.e. work providing assistance to individuals and groups with issues such as economically disadvantaged, employment, abuse and neglect, substance abuse, aging, disabilities, prevention, health, cultural competencies, inadequate housing)
3. Must possess a valid driver’s license and maintain insurance requirements to operate General Services Administration vehicles.
4. Must submit to and pass a reference and criminal background check.
5. Must submit to and pass a pre-employment drug and alcohol screening.

Preferred Qualifications:

1. Bachelor’s degree in social, behavioral or health science; with 2 years professional work experience in human services (i.e. work providing assistance to individuals and groups with issues such as economically disadvantaged, employment, abuse and neglect, substance abuse, aging, disabilities, prevention, health, cultural competencies, inadequate housing)

DESCRIPTION  Job Summary

Position is responsible for, assisting with administration of the Department of Human Services (DHS) Aging and People with Disabilities (APD) Tribal Navigator Program, working in conjunction with the local DHS APD office, Senior Caregiver Coordinator and Elder’s Case Management Team to assess to needs of Yellowhawk patients with Tribal, federal, state and local programs or other resources to meet those needs. The purpose of this position is to determine initial and ongoing
Medicaid financial and Long Term Care service eligibility, to develop and implement case management plans.

**Essential Job Functions:**

1. Must demonstrate proven effective interpersonal communication skills.
2. Working knowledge of office procedures, office equipment, Microsoft, word processing/computer experience and knowledge of government program rules/regulations.
3. Experience assessing Elders care needs and developing appropriate care plans.
4. Experience or understanding of long-term care programs, including in-home services, community based care facilities and nursing facilities.
5. Knowledge of local resources as well as experience coordinating services for consumers with other individuals and/or agencies.
6. Experience preparing and maintaining written narrative documentation of the activities concerning individual cases.
7. Experience working in a team environment.
8. Ability to facilitate meetings and educational programs.
9. Utilizes a critical thinking approach to problem solve and make decisions.
10. Ability to communicate concisely and effectively.
11. Demonstrate knowledge and understanding of working in a Tribal community.
12. Requires occasional weekend and/or evening work.
13. May require travel for training and meetings.

**Physical Demands:**

Most work is performed in a normal office environment. May require sitting for long periods of time. Occasional bending, stretching or lifting. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports. Occasional exposure to communicable diseases and other conditions in a clinic environment.

**APPLICATIONS**

**Application Deadline**

Complete Yellowhawk employment application packets will be accepted until 4:00 p.m., on the posted closing date as found on Page 1 of this announcement, or postmarked on that date. Only those employment application packets which are complete, with all additional required information, as found in the “required employment application packet material” below will be considered. Employment application packets received after the deadline will not be considered.

**Required Employment Application Material**
Applicants will be required to submit a complete job application packet for each position they desire to apply for. A complete job application packet will include:

1. Completed employment application.
2. Cover letter – explaining your qualifications and experience relevant to the functions of this position.
3. Resume – identifying your qualifications and experiences relevant to the functions of this position.
4. High School Diploma/GED or copy of official college transcripts (if applicable).
5. Copy of Driver’s License if this is a minimum requirement of position.
6. Preference – appropriate documentation for either Tribal or Indian preference and/or Veteran’s preference.

Application Submission

Submit Complete Job Application Packets to:

via Mail: Yellowhawk Tribal Health Center attn: Human Resources/HR Recruiter 46314 Timine Way Pendleton, OR 97801

OR via E-mail: hrrecruiter@yellowhawk.org

APPLICANT REVIEW AND ACKNOWLEDGEMENT

I acknowledge that I have read and understand the duties, responsibilities and requirements of the position for which I am applying.

____________________________________________    _________________________
Signature              Date