



The Klamath Tribes
501 Chiloquin Blvd./P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 03/29/18
CLOSE: Open Until Filled

EXEMPT ___
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: ELDER OUTREACH WORKER

RESPONSIBLE TO: Community Services Director

SALARY: GS-5 \$28,399 - \$35,842 Annual/Full Benefits
GS-6 \$31,063 - \$39,941 Annual/Full Benefits
GS-7 Full Benefits (Only for employees with 10+ years of service)

Starting salary will be determined by funding, experience, and training level and normally is not above the first grade, mid-step range.

This position is grant-funded and continuation of this position is dependent upon the ability to secure additional funding.

CLASSIFICATION: Non-Management/Regular/Full-Time

LOCATION: The Klamath Tribes Administration
501 Chiloquin Blvd.
Chiloquin, Oregon 97624

INTRODUCTION

The primary goal of the Elder Outreach Worker position is to enhance the quality of life for seniors and elders through providing direct services through planning crafts, activities and events; outreach services for referrals, assistance, educational information, respite care services, and by providing transportation. This position requires above average courteous, respectful, and professional conduct with clients and colleagues. Due to the high visibility of this position, it requires above average organizational, prioritization, flexibility skills; and the ability to readily collaborate with others.

The Elder Outreach Worker will be responsible for services provided under the Department of Health and Human Services Title VI, Bureau of Indian Affairs, Area Agencies on Aging. The Americans with Disabilities Act will serve as the primary guidelines for the program.

MAJOR DUTIES AND RESPONSIBILITIES

1. Assist seniors/elders and disabled persons to access services provided by the Klamath Tribes, other community organizations, and county, state and federal agencies.
2. Act as an advocate on behalf of seniors/elders and disabled persons by providing information and assistance with referral, contacts, applications, etc., with various agencies such as Social Security Administration, Tribal departments, Senior and Disabled, as appropriate.
3. Provide outreach services including but not limited to, telephone calls, in-home visits and referrals for seniors/elders and disabled persons to ensure their basic needs are being met. Prepare written reports to supervisor with recommendations for proper agency referrals.
4. Develop approved short and long range plans (weekly, monthly, quarterly, annually) for senior/elder recreational and social events and activities by using a calendar and scheduling tool such as Microsoft Outlook/Word or other computerized software.
5. Coordinate seniors/elder trips by handling all trip/event logistics, including but not limited to: advertising and publicizing activity, scheduling trip itineraries, agendas, attendee list, timeframes, drivers, and other related duties.
6. Coordinate with supervisor and Tribal Health staff to offer information, assistance and referrals on nutrition education and counseling for seniors and elders.
7. Assist with the preparation and delivery of home meals when needed.
8. Coordinate weekly meal site senior/elder attendee list. Serve as the primary transporter for seniors/elders to and from meal sites. Serve as an "Alternate Driver" for the Community Services Transportation program if primary duty is fulfilled.
9. Maintain complete and accurate records, forms and files of program participants and activities. Must adhere to confidentiality of information and individuals as described in the Klamath Tribes Policies and Procedures Manual and Federal Law.
10. Coordinate annual training for respite caregivers in areas of CPR and First Aid.
11. Prepare computer generated personal service contracts for respite care providers in

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accordance with Tribal procurement polices and employee handbook.

12. Solicit and maintain list of all approved and available respite care providers.
13. Ensure that all program documentation received is date stamped, filed, maintained, and updated in an approved format and kept current.
14. Provide current and updated information, pamphlets, and handouts on respite care, nutrition, health and safety, and services available.
15. Maintain and keep current a monthly computerized database on unduplicated and duplicated client counts in the areas of nutrition education, congregate meals, home delivered meals, informational/referral services, case management, transportation, home visits, telephone contacts, health and wellness promotion, caregiver services, caregiver training, support groups, individual counseling and respite caregivers.
16. Attend annual program meetings and conferences as required and as the budget allows.
17. Prepare weekly, quarterly, monthly and annual reports using unduplicated and duplicated counts and information from database.
18. Other duties as assigned.

SUPERVISORY CONTROLS

Work is performed under the general direction of the Community Services Director. The supervisor assigns work in terms of program goals, objectives and basic priorities and is available for consultation in resolving controversial, unusual, or policy issues. Routine assignments are handled independently according to policies, previous training, and/or accepted practice.

Finished work is reviewed for accuracy, timeliness, and adherence to policy and guidelines.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of and ability to read and understand policies of various Tribal, federal, state, and local social service programs.

Knowledge of Federal Privacy Act and ability to maintain strict confidentiality of client information. Knowledge of Administration on Aging, Area Agencies on Aging, and Klamath Tribal programs.

Knowledge and understanding of the Native American culture especially Klamath tribal seniors and

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elders and other Native Americans.

Knowledge of safe driving procedures in dry and inclement weather.

Knowledge of correct procedures for securing clients in wheelchairs and assisting clients in and out of vehicles.

Skills in use of computers and typewriters.

Skills in dealing with elderly clients and difficult people.

Ability to work well with elderly clients, diverse groups of people from varying socioeconomic backgrounds.

Ability to lift and carry objects weighing up to 25 pounds.

Ability to read, understand and implement any requirements of the Americans with Disabilities Act.

Ability to work well with a diverse group of people, including clients, staff, general public, professionals, and other organization/agency representatives.

Ability to establish and maintain an effective filing and records management system within policy guidelines that will ensure client confidentiality is kept.

Ability to effectively communicate orally and in writing in a clear, concise and professional manner to convey and relay correspondence, reports, information requests, instructions, etc.

Ability to operate vehicles safely under all types of weather conditions and traffic situations.

Ability to obtain CPR and First Aid cards.

QUALIFICATIONS, EXPERIENCE, AND EDUCATION

- High School Diploma and 1 year relevant work experience, **REQUIRED**. Associates Degree in Human Service, Community Service or Social Work, or related field, preferred. (*Degree, High School Diploma or equivalent must be submitted with application, transcripts may be accepted. Relevant work experience may include working with; directing activities or services for clients who are seniors/elders, disabled, and/or children.*)
- Above average oral and written communication skills, **REQUIRED**.
- Ability to type a minimum of 30+ wpm with 90% accuracy, **REQUIRED**. Certification of

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typing/keyboarding ability is, **REQUIRED**. (*Certification of typing speed not more than one year old must be submitted with application.*)

- Computer experience with a strong emphasis in the use of Microsoft Word, Excel, Outlook and working in a networked environment, **REQUIRED**. Computer experience with Microsoft Access, preferred. Computer skills test will be administered as part of interview process.
- Experience with standard office equipment such as computer, telephone, typewriter, photocopier, fax, printer, scanner, etc., **REQUIRED**.
- Working knowledge of local, tribal, federal, and state service programs, preferred.
- Knowledge and understanding of Klamath, Modoc, and or Yahooskin Paiute culture, traditions, and history preferred.
- Must be willing to work an irregular schedule, **REQUIRED**.
- Must be willing to work indoors as well as outdoors, **REQUIRED**.
- Must be willing to occasionally travel for training and events, **REQUIRED**.
- Must submit to and clear Hepatitis A and a tuberculin skin test as a condition of employment, **REQUIRED**. (*Employment will be contingent upon providing proof of the Hepatitis A and Tuberculin skin test.*)
- Must have current Oregon Food Handlers Card or ability to obtain one within the initial 90-day probationary period, **REQUIRED**.
- Must obtain and maintain a CPR/First-Aid Certification by the end of the initial 90-day probationary period. **REQUIRED**.
- Must submit to and clear an alcohol/drug screen test and random testing as per policy, **REQUIRED**. (*Employment will be contingent upon clearing the required alcohol/drug screening test.*)
- Must possess and maintain a valid Oregon Driver's License, have a good driving record and be insurable by the Klamath Tribes, **REQUIRED**. (*Copy of valid ODL must be submitted with application.*)
- Must submit to and clear a background and character investigation, as per tribal policy. Following hire must immediately report to Human Resources any citation, arrest, conviction for any traffic, misdemeanor or felony crimes, **REQUIRED**. (*Employment will be contingent*

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upon clearing the required criminal records background check.)

- Must accept the responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal Staff are considered mandatory reporters, **REQUIRED**.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference.)*

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the applicant, is intended to create a contract of employment of any type.

APPLICATION PROCEDURES

Submit a Tribal ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a tribal application, or not including a required certification, your application will not be reviewed and will be disqualified. Please ensure all "REQUIRED" qualification are indicated within the Application for Employment; provide documentation where necessary/appropriate.

Tribal Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Tribal Preference".

Applications will not be returned.