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

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

OPEN: 09/01/22
Until Filled

EXEMPT ____
NON-EXEMPT __X__

POSITION DESCRIPTION

POSITION: **ELDER OUTREACH WORKER**

RESPONSIBLE TO: Community Services Director

SALARY: Step Range: 10 - 24 Full Benefits
Salary Range: $35,960 - $54,392
Hourly Range: $17.29 - $26.15

CLASSIFICATION: Non-Management, Regular, Full-Time

LOCATION: The Klamath Tribes Administration
Community Services Department
goos oLgi gowa ("The Gathering Place")
35601 Chokecherry Way, Chiloquin, OR 97624

BACKGROUND: Comprehensive

POSITION OBJECTIVES

The purpose of the Elder Outreach Worker position is to provide information and assistance available to tribal elders in the service area, to coordinate the five parts of the caregiver support program, including respite care, to provide other supportive services through outreach and other applicable services and to coordinate re-occurring elder activities and events. The overall goal of the position is to enhance the quality of life for elder participants of the program in accordance with program rules, regulations and guidelines.

This is a grant-funded position. The Administration on Aging (AoA) Title VI, Part A and C, is administered within the U.S. Department of Health & Human Services (DHHS), Administration for Community Living (ACL). The grant requirements are per federal regulations detailed within the Older Americans Act of 1978.

MAJOR DUTIES AND RESPONSIBILITIES

1. Plan, organize, host, and schedule socialization, and health and well-being activities at the Meal Sites

2. Coordinate with Transit and Community Services Staff for transport of Elders to and from the meal sites and other events.

3. Coordinate the five parts of the Caregiver Support program and other supportive services in accordance with the Title VI guidelines including outreach to Tribal Elders, telephoning, transportation, visiting with Elders, providing information regarding available services, referral for services, and assistance with gaining access to available services to Tribal Elders.

4. Collaborate with the Elders Program Cook and other cook staff regarding Nutrition Services for the Chiloquin and Beatty Meal Sites and Home-Delivered Meals. Fill in for Elder Meal Site staff as needed.

5. Maintain Title VI Part A and Part C data counts on a computerized data base for periodic reporting purposes.

6. Follow through with Tribal processes to completion for program requests of Respite Caregiver applications, contracts, and/or payments.

7. Maintain the Lending Closet. Duty includes establishing and maintaining a check in-out system and a tracking system to monitor Lending Closet activities including inventory and to procure lending closet items needed.

8. Coordinate with Department Director and other staff to participate in conducting any Needs Assessment Surveys.

9. Prepare Elders Quarterly Mail outs.

10. Maintain the Elders contact information database including updating phone numbers, physical addresses, mailing addresses, and other demographics and includes getting updated information from Elders and Member Benefits Department.

11. Maintain a database of Tribal and non-Tribal resources available for referrals. Establish points of contact at commonly used programs/agencies.

12. Serve as an advocate on behalf of Elders and disabled persons when seeking information and assistance available

13. Coordinate with and outreach to Tribal Departments, Tribal entities including Klamath Tribal Health & Family Services and non-Tribal Agencies to streamline Elder services and provide wrap around services.

14. Attend a variety of monthly, quarterly, and semi-annual meetings as required.

15. Monitor program expenditures to ensure program spending in all service areas remains within budgetary limitations.

16. Follow policies and procedures of the Klamath Tribes and the granting agency.

17. Generate, maintain, and update all forms, publications, brochures, pamphlets, and applications appropriately.

18. Generate and maintain Standard Operating Procedures and flowcharts (as applicable) for position duties and responsibilities.

19. The incumbent will be called upon to accomplish other tasks within their scope of work.

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. The employee plans and schedules recurring work, handles problems and completes work using own initiative, exercising judgment according to training, experience, and instruction. Finished work is reviewed for accuracy, timeliness, and adherence to policy and guidelines.

KNOWLEDGE, SKILLS, ABILITIES

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

Ability to maintain strict confidentiality of client information.

Knowledge of Administration on Aging, Title III Area Agencies on Aging, and Title VI Programs.

Sensitivity to and understanding of Native American history, culture, traditions, customs and socioeconomic needs of our Tribal Community, especially Klamath tribal elders and other Native American elders.

Advanced Ability to use computers, programs, data bases and software

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

Ability to lift and carry objects weighing up to 30 pounds.

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

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. Knowledge of safe driving procedures when transporting passengers.

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

Ability to work irregular hours and flexible work schedule. Some trips and/or activities may require overnight stay.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: ***Failure to comply with minimum position requirements may result in termination of employment.***

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.)*

- **REQUIRED** to possess an Associate's Degree in Human Service, Community Service or Social Work and one-year relevant experience **OR** High School Diploma or equivalent and three years relevant experience. *(Degree, High School Diploma or equivalent must be submitted with application, transcripts may be accepted.)*

- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel, Access, Adobe Acrobat, Outlook and work in a networked environment.

- **REQUIRED** to have experience with standard office equipment such as computer, telephone, photocopier, fax, printer, scanner, etc.

- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be

insurable by The Klamath Tribes' vehicle insurance policy. (*Must submit copy of driver license with application.)*

- **REQUIRED** to possess and maintain CPR and First Aid certification. Certification must be obtained within 90 days of hire. *(Employer will pay for course time and cost.)*

- **REQUIRED** to possess and maintain Food Handler's certification. Certification must be obtained within 90 days of hire. *(Employer will pay for course time and cost.)*

- **REQUIRED** to submit to and clear Hepatitis A and tuberculin skin test. (*Employment will be contingent upon clearing required tests).*

- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.

- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.

- **REQUIRED** to accept 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** to be fully vaccinated for COVID-19 or have approved exemption status before the first day of employment, as per the Klamath Tribes' COVID-19 Mandatory Vaccination Policy. Contact HR for exemption process.

Preferred Qualifications:

- Three or more years of relevant work experience working with Tribal Elders, or in a social services field.

INDIAN PREFERENCE

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

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily 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 employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***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.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference". Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	**Employee (signature)**