



The Klamath Tribes

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

Phone: (541) 783-2219

HR Fax: (541) 783-2836

OPEN: 10/10/25

CLOSE: 10/27/25

EXEMPT ____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: APD TRIBAL NAVIGATOR

RESPONSIBLE TO: Community Services Director

SALARY: Step Range: 20 -30; Annual/Full Benefits
Salary Range: \$51,244 - \$66,868
Hourly Range: \$24.64 - \$33.11

CLASSIFICATION: Non-management, Regular, Full-time

LOCATION: The Klamath Tribes
501 Chiloquin Boulevard
Chiloquin, OR 97624

BACKGROUND: Comprehensive Employee

POSITION OBJECTIVES

The Aging & People with Disabilities (APD) Tribal Navigator position is responsible for assisting tribal elders and/or members with disabilities in navigating the application process for services provided by the Oregon Department of Human Services Aging & People with Disabilities, within the Tribe's service area who many be eligible for Medicaid services and tribal programs.

The APD Tribal Navigator will serve as the first-point of contact for tribal elders and/or members with disabilities seeking various services. This position will assist in assessing client eligibility for specific program services, application completion, navigating tribal and non-tribal programs which individuals may be eligible for on a case-by-case basis.

The incumbent will assist in application completion, follow-up on client assistance status, successful or unsuccessful obtainment of services, identify barriers to services, provide data collection and record retention. This position requires someone who can work independently with minimal supervision to ensure timely, accurate, and efficient workflow in accordance with policies and program standards. This is a grant funded position.

10. Accompany DHS Case Managers during their visits to tribal consumers for completion of DHS Medicaid assessments, annual reassessments, or other purposes; as needed when direct contact is made with consumers.
11. Collaborate with the Oregon Home Care Commission to seek opportunities for potential home care workers, as identified by tribal elders or people with disabilities. Identify training needs for Home Care Workers and schedule training sessions.
12. Track all services provided by the Tribal Navigator including contacts with Tribal members, on a monthly basis, and include the information in a quarterly report. Submit a quarterly report to the Agreement Administrator not less than 15 days after the end of each quarterly period describing Tribal Navigator services provided. The report shall enumerate interactions with Tribal Elders, Tribal people with disabilities, DHS staff and others who receive Navigator services denoting accomplishments in correlation with agreement Milestones Chart.
13. Attend APD meetings on a monthly basis
14. Evaluate program application processes and efficiency in service provisions. Identify successful provision of services and barriers in regards to services. Look for opportunities to enhance cross-cultural understanding through training and collaboration and improvements in the Tribal Navigator services and recommend solutions to barriers.
15. Create and maintain a record filing system; following established records management principles. Sort, classify, index and appropriately file program documents. Ensure all documents are filed in a timely manner.
16. Develop Standard Operating Procedures and flowcharts, to ensure consistent practices are followed, as directed by supervisor.
17. Attend meetings or intake appointments, including staff meetings or training sessions, as required. May be required to take notes and/or prepare summary reports.
18. Develop public outreach regarding services available; prepare information/educational media and provide oral and written presentations to a wide variety of audiences; including the public, internal staff, committees and executive staff.
19. Maintain records of correspondence, action items, pending documents and follow up on work in progress to ensure deadlines will be met for the successful attainment of services.
20. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath

Above average knowledge of grammar, spelling, punctuation, and vocabulary skills.

Ability to communicate orally and in writing. This person should be able to express his/herself in a clear and concise manner for the purposes of correspondence, reports and instructions, etc., as well as for obtaining information or conveying messages between the client and program representatives.

Ability to stay focused, efficient and effectively manage multiple priorities, while meeting deadlines.

Must be a self-starter with the ability to perform with little or no supervision, working independently and cooperatively with a team.

Must be able to perform all duties in a manner that ensures the **strictest confidentiality**, due to access to sensitive information.

QUALIFICATIONS, EXPERIENCE, EDUCATION

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

- **REQUIRED** to possess 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 have an Associate's Degree in business administration, public administration, sociology or related-field **OR** possess an equivalent combination of education and experience which satisfactorily demonstrates the knowledge, skill, and ability to perform the job duties may be considered in lieu of degree. *(Must submit a copy of diploma/or transcripts for educational consideration.)*
- **REQUIRED** to have a least one year of experience managing an office or acting in the capacity of support staff.
- **REQUIRED** to attend the earliest possible training class offered for Case Manager Training within 75 days of their hiring. The Tribal Navigator(s) shall complete training prior to performing Agreement services, (no cost to employee).
- **REQUIRED** to complete mandatory reporting training and Adult Protective Services training within 30 days of hiring.
- **REQUIRED** to shadow an APD Case Manager for at least 20 hours within 60 days of hiring.

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)