



Cow Creek Government Office

Position Description

Position Title: APD Tribal Navigator

Department: Human Services, Indirect

Reports To: Human Services Director

FLSA Designation: Non-Exempt

Date Written/Revised: 09/06/2018

POSITION PURPOSE:

Position is responsible for, assisting with administration of DHS APD (Aging and People with Disabilities) Tribal Navigator Program, working in conjunction with DHS APD, and Tribal AOA Coordinator to assess to needs of Tribal Members with Tribal, federal, state and local programs or other resources to meet those needs.

ESSENTIAL FUNCTIONS:

- Act as a liaison and coordinate with APD/AAA.
- Assist in development and monitoring in service plan and providers.
- Recruit and manage in-home Caregivers and consumer.
- Assess and address risks and develop back up plans.
- Act as an advocate with other programs.
- Identify other resources to assist with needs.
- Provide pre-screening and ongoing assessment of need.
- Participate in assessment and home visits with APD case manager.
- Attend monthly coordination of care meetings with APD and providers.
- Attend required trainings as necessary.
- Other duties as assigned.

WORKING CONDITIONS:

The case manager frequently interacts with hostile, depressed, sensory impaired, cognitive and developmental impaired, combative, terminally ill and emotionally upset consumers and families. Occasional travel in inclement weather. Frequent travel in remote, rural areas within the seven county service area and occasional travel within the state. May encounter dogs and other animals at residences. Requires a valid driver's license, clean driving record and ability to work 40 hours a week.

QUALIFICATIONS:

- Bachelor's Degree in Behavioral Science, Social Science, or closely related field OR
- Associate's degree in any field and one year of human services related experience (i.e. Work providing assistance to individuals and groups with issue such as economically disadvantaged, employment, abuse and neglect, substance abuse, aging, disabilities, prevention, health, cultural competencies, inadequate housing); OR
- Three years human services related experience (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).

REQUESTED SKILLS:

- Must demonstrate proven effective interpersonal communication skills.
- Working knowledge of office procedures, office equipment, Microix, word processing/computer experience and knowledge of government program rules/regulations.
- Experience assessing Elders care needs and developing appropriate care plans.
- Experience with long-term care programs, including in-home services, community based care facilities and nursing facilities.
- Knowledge of local resources as well as experience coordinating services for consumers with other individuals and/or agencies.
- Experience preparing and maintaining written narrative documentation of the activities concerning individual cases.
- Experience working in a team environment.

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE

DATE

SUPERVISOR

DATE

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skill required to do this job successfully.