



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



Job Description

Kinship Navigator

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, If Applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Kinship Navigator**
Supervisor: Human Services Director
Location: Human Services Office in La Push, WA
Work Info: 40 Hours Max/Week
Salary: DOQ/E

POSITION SUMMARY:

The primary function of the Kinship Navigator is to develop relationships and referral processes to connect grandparents and caregivers who are caring for children in their homes with services available to them and children in their care. This position will identify areas of under-referrals (clinics, schools, childcare) and develop working relationships for referrals and information sharing.

During emergencies, they can administer first aid and contact medical personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Develop case files to track referrals and services for caregivers
- Document qualitative stories and track quantitative data for reports
- Complete timely and accurate reporting paperwork for the granting agency
- Participate and/or develop special events and activities to increase awareness of available services, including Cherish our Children, Eider's Week, Foster Care Appreciation and Child Abuse Prevention months
- Work as a team player
- Work flexible hours including occasional evenings and weekends
- Learn job-related responsibilities primarily through oral instruction and observation which take place mainly in an on-the-job setting
- Handle multiple tasks simultaneously
- Provide customer service
- Present information effectively in one-on-one and small group situations to elders, caregivers, and other employees
- Provide referrals, which includes assessing needs; identifying appropriate resources; providing information on organizations to help caregivers make an informed choice; locating alternative resources
- Ability to work independently with little daily supervision
- Be willing to participate in professional development opportunities
- Must have satisfactory written and communication skills and stay organized with paperwork
- Must possess a history of excellent work attendance
- Other duties as assigned

Knowledge, Skills, and Abilities Required for the position:

- Familiarity with available community resources
- Familiarity with tribal family dynamics
- First Aid/CPR Certification
- Must be able to explain complicated information in lay -person terms
- Thorough knowledge and adherence to Client Confidentiality
- Knowledge of the Quileute Community or Tribal governments
- Excellent organizational skills

Work Environment:

- Work is conducted in an office setting

Physical Demands:

- Position requires sitting at a desk for extended periods of time and use of a computer screen
- Ability to lift up to 50 lbs.

SUPERVISORY RESPONSIBILITY:

- None

Required Qualifications:

- High School Diploma or GED or complete in one year.
- Must be able to pass a Tribal and/or Washington State Criminal background check
- Valid Driver's License
- Must be willing to submit to a pre-employment urinalysis test (UA)
- Must be willing to submit to random drug and alcohol screenings

GENEROUS BENEFITS PACKAGE:

- Employer paid medical, dental, vision package
- Employer supported 401K
- Employer paid life insurance
- Paid holidays
- Professional development assistance
- Employee Assistance Program

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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