



Job Title: Family Services Navigator
Department: Community Services
Reports to: Community Services Manager
FLSA Status: Non-Exempt
Salary Grade: \$19.26 - \$25.04
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Community Services Manager, the Family Services Navigator provides tribal families with outreach, prevention, and support programs including housing assistance, food stability, affordable childcare, and community engagement. Position may require some travel, weekend and evening hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Receives and processes emergency requests; submits purchase orders and check requests for emergency assistance program.
2. Assist Tribal Members in accessing resources and preparing required documents for housing, food insecurity, utilities, transportation, and other essential needs.
3. Provide support for the Indian Child Welfare Worker and Care Coordinator. For eligible individuals.
4. Advocate for individuals to obtain needed resources.
5. Attends South Coast Social Services Connects and other resource sharing meetings to support development, monitoring, and updating of resource and referral list.
6. Manage the Baby Basket program.
7. Will support staff with outreach and community gatherings as time allows.
8. Will support staff with health promotion/disease prevention activities as time allows.
9. Supports the Elder Coordinator as needed.
10. Assists with transport as assigned.
11. Backs up receptionist as needed.
12. Performs other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job and shall not be considered as detailed description of all the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

The duties of this position require repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting, raising or lowering objects, and occasionally requires lifting up to 50 pounds. Requires occasional stooping, kneeling, crouching, or crawling. Work is generally performed in an office setting and occasionally outdoors. Occasional evening and weekend work are required. Work involves occasional exposure to excessive noise, high risk/dangerous situations, infectious disease, dust, fumes, and allergens. Local travel is frequently required, travel outside the local area may be required.

occasionally. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Possess awareness and sensitivity of Indian traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
4. Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations. A breach of confidentiality or fraud is grounds for immediate dismissal.
5. Ability to make decisions independently in accordance with established policy and procedures.
6. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
7. Ability to handle multiple tasks and meet deadlines.
8. Skill in assessment summaries and case management.
9. Ability to meet with clients in their home to provide supportive services.

QUALIFICATIONS

1. High School Diploma or GED required.
2. Minimum of one (1) year experience working in an office setting required.
3. Working knowledge of Microsoft Word required.
4. Must have excellent written and oral communication skills, which includes proper grammar, spelling and punctuation.
5. Experience working with Native American Communities preferred.
6. Knowledge of resources available within the state, county and community preferred.
7. Current and valid Oregon driver's license in good standing with no insurability issues with the Tribe's insurance carrier is required.
8. Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.
9. First Aid/CPR certification required or ability to obtain within 90 days of employment.