



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources

11373 Moorage Way

La Conner, WA 98257

Phone (360)466-7347 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	x
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	x

JOB DESCRIPTION

Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: ELDERS ADVOCATE

DEPARTMENT: ELDERS SERVICES

SUPERVISED BY: ELDERS SERVICES DIRECTOR

POSITION SUMMARY

Provides navigation assistance, advocacy and support services to tribal elders and caregiver while working in conjunction with families, other Tribal departments, along with other working partners at the local, state, and federal agencies to ensure we provide the best wrap around services possible to our Swinomish elders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Acts as a liaison and coordinates with all other programs, departments, and partners at the local, state, and federal levels.
- Assesses client eligibility based upon programmatic criteria to see if they qualify and are eligible for services and help them to access those services
- Provides case management and advocacy services to Tribal elders who have self-identified or referred for services based on needs that place them at risk of health and well-being
- Assesses and develop cases plans of support for elders with immediate needs.
- Coordinates, facilitates and/or attends meetings regularly with family, staff, and committees
- Works with service providers and support a team approach to assure that Tribal elders are receiving timely and appropriate services.
- Provides technical assistance and advocates for clients through the application and eligibility process; monitors status of application, keeps clients informed of status as appropriate.
- Monitors progress through regular meetings and keep in contact with resource staff and/or service providers.
- Participates in home visits and coordination of care meetings with providers when client requests support
- Participate, plan, or coordinate elder health and wellness activities such as congregate meals, home delivery meals, elder trips, classes, clubs, workshops, and events that elders are interested in participating in for the benefit of their well-being.
- Attends required trainings as necessary such as QPR, CPR, First Aid, mandated reporting, elder abuse.

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Approved by Personnel 20190930

- Coordinates with other social service programs, tribal departments, families, and caregivers as needed, to assist clients.
- Follows program policy in making decisions on financial assistance for clients.
- Maintains client confidential case files in accordance with program requirements.
- Performs a variety of other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS

- Requires an Associate's degree in Human Services or closely related field of study and a minimum of two (2) years directly related experience in Human Services.
 - OR equivalent combination of education, training and experience.
- Requires excellent written and oral communication skills.
- Requires interview & assessment skills experience.
- Requires ability to perform multiple tasks in order to serve multiple clients
- Requires working knowledge and proficiency in use of office equipment and computer software such as Microsoft Word, Excel, Power point, and Outlook.
- Requires a First Aid/CPR certificate or must be able to obtain within sixty (60) days of hire.
- Must have excellent interpersonal skills and show cultural sensitivity
- Must have knowledge of and skill in conflict resolution techniques.
- Must have the ability to work with angry or disgruntled clients in a cooperative and effective manner.
- Must be a mandated reporter if abuse is suspected
- Knowledge of and sensitivity to Native American culture required.
- Must be flexible and demonstrate a willingness to develop and expand skills.
- Must be flexible and willing to follow directions from administration.
- Must be computer literate.
- If the best candidate for the position is not fully qualified, the new hire agrees to a Professional Development Plan to meet the requirements of the role. Progress will be monitored to ensure yearly progress to meet required qualifications.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Cultural sensitivity and cultural practices specific to the Swinomish Indian Tribal Community.
- An interest in serving Native American people and families.
- Ability to communicate well and organize work efficiently with all other staff and children.
- Excellent oral and written communication skills.
- Experience in established effective working relationships with diverse groups and individuals.

WORK ENVIRONMENT AND TIME COMMITMENT:

- Work schedule is 40 hours per week.
- Will be asked to work occasional evenings for program activities with families.
- Driving with local and long-distance travel is occasionally required. Travel outside of the state is infrequently required.
- Demonstrates the ability to work as a team and shows enthusiasm for working with elders and their families.

PHYSICAL DEMANDS

Periods of standing, sitting, crouching, stooping, getting up and down frequently, reaching and occasionally lifting and moving up to 20 lbs.

EMPLOYMENT CONDITIONS:

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Elders Advocate is considered to be an Exempt “standard Hours” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact elders, then a successful applicant must also meet minimum standards of character based on a criminal background check.

Employee: _____

Supervisor: _____