KNIK TRIBE, INC.
JOB DESCRIPTION

Job Title: Navigator – Title VI Elders
Department: Employment & Social Services Department
Reports To: Education and Social Services Director
Supervises: None
FLSA Status: Non-Exempt
Pay Grade: 
Job Type: Regular, Full-Time

General Functions:
The Navigator serves Alaskan Natives and American Indian elders (60+) living in the Matsu Borough service area through the Title VI Older Americans Act program. The Navigator will focus on providing referral services, outreach, and advocacy in the Matsu Borough service area. This position will also work closely with the Employment and Social Services Department within Knik Tribe.

Duties and Responsibilities:
• Manage an active participant caseload.
• Support department elder’s leadership and community services activities.
• Provide elders information on services available in the community and CITC.
• Provide participants orientation to Knik Tribe services.
• Provide one-on-one (when COVID safety allows it) life skills for elders:
  ➢ Homemaker services
  ➢ Personal Care Services
  ➢ Chore Service
  ➢ Light Shopping and Delivery of meals
• Identify participants’ barriers assist them in finding solutions to barrier removal.
• Recognize participants’ strengths and skills and apply those attributes to appropriate activities.
• Authorize Supportive Services to eligible elders in the program according to program policy and procedure.
• Provide group transportation to social events or support groups.
• Arrange counseling.
• Provide respite care for caregivers of children under the age of 18 (when feasible)
• Visit elders in nursing facilities/homes or residential care communities.
• Work one on one with Case Managers on referrals and outreach for Program and ETSD.
• Works with various employment entities to develop suitable worksites for elders’ participants.
• Submit recording and reporting time to the director.
• Obtain, track, and document all pertinent information in each case file and/or electronically.
• Participate in scheduled community meetings as requested.
• Assist in the facilitation of group activities or workshops.
• Work as part of a team: the team includes co-workers, partner agencies and the participant.
• Attend and actively participate in Department meeting and trainings.
• Bring policy issues to the Elders Services director or Management Team as they arise.
• Fill in for absent Navigators when necessary.
• Maintain confidentiality according to regulations, policies, and procedures.
• Perform all related duties as assigned.

**Job Specifications:**
• Excellent verbal and written communication skills.
• Demonstrated ability to coordinate multiple activities.
• Strong organizational and time management skills.
• Demonstrated ability to handle crisis situations and make sound judgments.
• Excellent customer service skills
• Demonstrated ability to work in a team atmosphere.
• Knowledge of area Labor Market and current trends.
• Working knowledge of motivational interviewing techniques.
• Demonstrated ability to recognize transferable skills in participants and apply them to the current labor market.
• Demonstrated ability to identify parenting resources in the community to network with and do informed referrals.
• Demonstrated knowledge and understanding of the social, health, education and training and cultural needs of the Alaska Native and American Indian community.
• Maintain confidentiality.

**Minimum Qualifications:**
• Previous experience in assisting elders or as a case support in other programs.
• Navigate community resources preferred, with preference given to those with knowledge of the mental health and social work.
• Knowledge of Alaska Native and American Indian culture and/or community resources.
• Continued employment is contingent upon a report from a state and federal background check.
• Valid Alaska driver’s license and insurable under KT’s automotive insurance, which requires a driver to be at least 21 years of age and have had a driver’s license for the past 5 years.

**Additional Information:**
Hiring preference shall be given to eligible and qualified Alaska Native/American Indian applicants pursuant to P.L. 93-638 Indian Self Determination Act.

____________________________________
Employee Print Name

____________________________________
Employee Signature                      Date

**Disclaimer**
The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.