

**SHOALWATER BAY INDIAN TRIBE
JOB DESCRIPTION**

Job Title: Kinship Navigator
Department: Social Services
Reports To: SS Director
FLSA Status: Non-exempt
Prepared By: HR
Prepared Date: 9/7/16
Approved By: SS Director
Approved Date: 9/7/16

SUMMARY: Position serves grandparents and relatives caring for children in their temporary or permanent custody to obtain community resources such as health, financial, legal services, support groups, training, and emergency funds.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Connect clients to community resources.
- Assist in applying for Tribal State and Federal benefits.
- Field visits with families.
- Recordkeeping on a daily basis.
- Interaction with facilities such as youth services, Naselle Youth Camp, etc.
- Collecting and maintaining date on facilities.

SUPERVISORY REQUIREMENTS: This position has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must pass extensive criminal background check.
- Must pass drug test.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and comprehend instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to

effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS: Basic mathematical skills; addition, subtraction, multiplication, division, decimals and fractions.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand. The employee must occasionally lift and/or move up to 10 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Common office environment.

AT-WILL EMPLOYMENT: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

The employment relationship with Shoalwater Bay Indian Tribe is voluntary; there is no specified length of employment. Accordingly, either the Shoalwater Bay Indian Tribe or the employee may terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

This document does not create an employment contract, implied or otherwise.