



Klamath Tribal Health & Family Services

3949 South 6th Street
Klamath Falls, OR 97603
Phone: (541) 882-1487 or 1-800-552-6290
HR Fax: (541) 851-3985

EXEMPT _____
NON-EXEMPT X

OPEN: 07/08/2024
CLOSE: 07/22/2024

POSITION DESCRIPTION

POSITION: TRANSITIONAL EMERGENCY SHELTER GUEST HOST

RESPONSIBLE TO: Transitional Emergency Shelter Manager

SALARY: Step Range: 8 (\$35,046) - 27 (\$61,454); Full Benefits

CLASSIFICATION: Non-management, Full-Time, Regular

LOCATION: Klamath Tribal Health & Family Services
635 Main Street
Klamath Falls, Oregon

BACKGROUND: Comprehensive

POSITION OBJECTIVES

The Transitional Emergency Shelter Guest Host works as a member of the TES team to provide direct support to individuals that are temporarily housed in KTH&FS Transitional Emergency Shelter. A TES Guest Host helps to ensure that the TES is a safe, sanitary and welcoming environment.

MAJOR DUTIES AND RESPONSIBILITIES

1. Support behavioral health treatment, recovery support, and prevention and promotion efforts; actively work to promote alcohol & drug free lifestyles, mental health promotion, and stigma reduction.
2. Perform duties to maintain a clean and safe environment at all times.

3. Perform regular perimeter and fire checks of the property under the supervision of the TES Manager.
4. Connect participants with recovery-based supports to the degree of engagement the client needs including appropriate self-help support, cultural events and activities, educational opportunities, and other resources that promote personal growth.
5. Work collaboratively with TES team to provide care for participants who demonstrate low engagement in the case management program.
6. Serve as a supportive resource for participants inquiring or seeking behavioral health or substance abuse treatment.
7. Serve meals for participants and maintain a clean dining environment and community center.
8. Maintain documentation and appropriate logs as directed by the TES Manager
9. Work an irregular work schedule, as needed with the flexibility and availability to at times be on call for shifts.
10. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

The TES Guest Host work is performed under the general direction of the TES Manager. This position requires consistent, sound judgment and the ability to work independently with minimum direct supervision. The TES Guest Host will work within the context of position description and program policies and procedures.

The supervisor outlines the overall program objectives and priorities, time limit, and resources available. The employee handles routine problems, and completes work using own initiative. Exercise professional knowledge and judgment in interpreting guidelines and applicability. Work is reviewed from an overall standpoint in terms of

meeting objectives, effectiveness, and compliance with laws, regulations, policies and procedures.

KNOWLEDGE, SKILLS, ABILITIES

The ability to maintain strict confidentiality of all records and adhere to the standards for all health record-keeping, HIPAA and Privacy Act requirements.

Must have knowledge of and ability to work cooperatively with persons living in culturally, socially and economically disadvantaged communities. Emphasis will be given for positive experience in working with the cultural, economic and social aspects of Native American service populations.

Must have a general knowledge of community service/social services, and their respective roles.

Must have the ability to learn the standards for behavioral health recordkeeping and HIPAA requirements and able to complete required documentation and required written follow-up.

The knowledge of or ability to learn substance abuse symptoms, mental and emotional illness symptoms, and interventions.

The knowledge of symptoms, prevention, treatment and mandatory reporting requirements of child and elder abuse and neglect.

The knowledge how family dynamics; differing cultural, religious, social, and economic factors affecting community members.

The ability to effectively communicate with Native American families from various social, cultural, economic and educational backgrounds.

The ability to work cooperatively with other behavioral health care providers.

The ability to communicate clearly and concisely orally and in writing.

The ability to meet with the public and staff in a courteous, professional manner using tact, diplomacy and mature judgment.

The ability to work with Native American families of varying social, educational and economic backgrounds.

The ability to perform work and accomplish tasks in accordance with established policies, procedures, practices and priorities of the department.

The ability to communicate orally and in writing for the purpose of providing instructions, completing forms/applications, obtaining information and conveying messages.

Ability to identify participants with suicidal ideation and complete appropriate safety plans when needed.

The general knowledge of substance use and mental illnesses and drug/alcohol dependency as applied to participants.

The general knowledge of Federal and State Regulations and Privacy Act.

The ability to operate a computer with knowledge of various software programs.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to obtain a High School Diploma or Equivalent within two (2) years of hire.
- **REQUIRED** if in recovery from substance use dependency to have a minimum of two (2) years recovery.
- **REQUIRED** to model a clean and sober lifestyle both on and off the job.
- **REQUIRED** to have computer experience. Emphasis will be in the use of Microsoft Word, Excel, and work in a networked environment.
- **REQUIRED** to be able to maintain strict confidentiality of protected health information in accordance with regulations.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to submit to annual TB skin testing and adhere to KTHFS staff immunization policy in accordance with the Centers for Disease Control immunization recommendations for healthcare workers.
- **REQUIRED** to acquire and maintain BLS certification within 180 days of hire; strongly recommend certification within 90 days of hire, probationary period will be extended for a maximum of 180 days pending certification.

- **REQUIRED** to accept the responsibility of a **Mandatory Reporter** in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.
- **REQUIRED** to be free from exclusion from providing Federal health care benefits including Medicare and Medicaid as per the Federal OIG and GSA exclusion lists.

Preferred Qualifications:

- One (1) year experience working with adults with addiction, re-entering the community from incarceration and/or mental health challenges.
- Active member of the recovery community
- Knowledge and adherence to ethics and professional boundaries
- Training in De-escalation and knowledge of best practices
- Experience working with the at-risk, un housed community

Indian Preference:

Indian and Tribal Preference will apply, as per policy. ***(Must submit tribal documentation with application to qualify for Indian Preference).***

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit a Klamath Tribal Health & Family Services ***Application for Employment*** with all requirements and supporting documentation to:

**Klamath Tribal Health & Family Services
ATTN: Human Resource
3949 South 6th Street
Klamath Falls, OR 97603**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application **will not** be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified **applicants who present proof of eligibility for "Indian Preference"**.

Applications will not be returned.

Employee Signature

Date

Supervisor Signature

Date