



## Klamath Tribal Health & Family Services

3949 South 6<sup>th</sup> Street  
Klamath Falls, OR 97603

Phone: (541) 882-1487 or 1-800-552-6290

HR Fax: (541) 273-4564

Opens: 10/23/2020

Closes: 11/20/2020

EXEMPT \_\_\_\_\_  
NON-EXEMPT   X  

### POSITION DESCRIPTION

**POSITION:** Temporary Social Determinants of Health Surveyor

**RESPONSIBLE TO:** SCALE Project Manager

**SALARY:** \$21.08 Per Hour/No Benefits/NTE 7 weeks

**CLASSIFICATION:** Non-Management, Temporary, Full-Time

**LOCATION:** Klamath Tribal Health & Family Services  
3949 South 6<sup>th</sup> Street  
Klamath Falls, Oregon  
(Various Tribal locations, as assigned)

**BACKGROUND:** N/A

### POSITION OBJECTIVES

The Temporary Social Determinants of Health Surveyor (SDOH) will be responsible for contacting tribal members to facilitate in-depth SDOH surveys. The surveyor will be collecting demographic, economic, and health related data, and conducting surveys using a mobile technology-based survey tool. Contact will be made by contacting Tribal Members via telephone, e-mail, and in-person. Teams of surveyors will be working full-time for seven weeks.

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. Comply with established outreach plan to inform the community of the SDOH survey.
2. Contact community members via telephone, e-mail and in-person to conduct SDOH surveys.
3. Participate in outreach efforts at community events and present information to the public to reach and inform community members of the 2020 SDOH survey.
4. Provide guidance to members of the community when completing the survey in-person or on-line.
5. Maintain privacy standards while assisting community members with the SDOH surveys.
6. Be responsive to communications, including telephone and email, to/from community members, other Klamath Tribes staff and community partners.
7. Record each completed survey occurrence in an electronic tracking document and save it on a shared database system.
8. Complete activity reports and submit to supervisor by the required due dates.
9. Communicate any challenges with outreach, assistance, or the SDOH survey to the supervisor.
10. Input questionnaire answers into Broadreach data tool.
11. The incumbent will be called upon to accomplish other tasks within their scope of work.

## **SUPERVISORY CONTROLS**

Work is performed under the general direction of the SCALE project manager. This position requires consistent, sound judgment and the ability to work independently.

The supervisor outlines the overall program objectives and priorities, time limit, and financial resources available. The employee plans and schedules recurring work, handles routine problems, and completes work using own initiative.

Exercise professional knowledge and judgment in interpreting guideline 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**

Ability to handle and maintain confidential information.

Ability to work varied days and hours. Must be able to work on evenings and weekends.

Ability to work independently.

Proficiency in the operation of computer equipment and navigation of data base systems and online forms.

Ability to provide instructions and communicate effectively both orally and in writing with individuals of varying backgrounds, education levels and abilities. Ability to explain information in “plain language”.

Ability to maintain accurate and complete records.

Excellent interpersonal skills.

Must be able to handle working in a rapidly changing environment.

Ability to keep a level head when assisting clients with challenging experiences.

Ability to adapt to diverse work settings.

Must be able and willing to travel to potential outreach locations throughout Klamath County.

Ability to operate vehicles safely under all types of weather conditions and traffic situations.

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

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

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

- **REQUIRED** to possess a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to have previous experience serving Tribal communities, diverse communities and or traditionally underserved populations.
- **REQUIRED** to work varied hours, including weekends and evenings as necessary.
- **REQUIRED** to communicate, both orally and in writing, professionally and effectively.
- **REQUIRED** to have experience with computer systems, data entry programs, Microsoft Office programs GPS technology.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by the Klamath Tribal Health & Family Services' vehicle insurance policy. *(Must submit copy of driver license with application)*
- **REQUIRED** to submit to and clear an alcohol/drug screen and random testing as per policy.
- **REQUIRED** to accept 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.

**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 6<sup>th</sup> 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.