



FEDERATED INDIANS OF
GRATON
RANCHERIA

****NOTICE OF JOB OPENING****

Job Title: Family Advocate	Department: TANF
Classification: Non-Exempt	Work Hours: M-F, 8:00 a.m. to 5:00 p.m.
Salary Range: \$23.00 - \$35.00	Location: Rohnert Park, CA
Reports to: Family Advocate Manager	Type: Regular Full-time

Mission Statement: *The Federated Indians of Graton Rancheria exists to exercise our inherent sovereign powers, customs and traditions; to perpetuate our unique native heritage; to preserve and protect the rights and privileges of our Tribe; to establish justice in the conduct of Tribal affairs; to work for the social and economic betterment of all citizens; and foster the value of education.*

Position Purpose:

The Family Advocate creates, provides, and coordinates services and activities with families and communities that foster strength, healthy living, and overall well-being. They provide support in a case management style and act as a liaison between families, staff, the community, and other family-related services, encouraging all family members to become advocates for their children and family.

Minimum Mandatory Qualifications:

- ❖ Two years of experience in a Human Services, Social Sciences, or closely related field of study
AND
- ❖ Associate's Degree in a Human Services, Social Sciences, Native American Studies or closely related field of study
OR
- ❖ High School Diploma or equivalent and four to five (4-5) years direct experience in a Human Services, Social Sciences, or closely related field of study
- ❖ Must successfully clear criminal background check, and pre-employment testing including, but not limited to, a criminal background check, fingerprinting, and drug test.

Knowledge, Skills, and Abilities, and Other Qualifications:

- ❖ Ability to respect and adhere to strict rules of confidentiality
- ❖ Ability to work collaboratively with staff, supervisors, clients, and others
- ❖ Ability to work with people from diverse cultures, ethnic and socio-economic backgrounds, with a strong knowledge of a diverse community and sensitivity to cultural needs
- ❖ Ability to use Microsoft Suite (Word, Excel, Outlook, and PowerPoint), Internet browsers, and appropriate storage of electronic files
- ❖ Ability to perform other duties, as assigned
- ❖ Knowledge of the diverse needs of Native American youth and families and the socio-economic issues relating to a diverse Native American population
- ❖ Knowledge, awareness of, and respect for Native American values, customs, and traditions
- ❖ Knowledge of general sociological, economic and environmental conditions contributing to juvenile delinquency and maladjustment
- ❖ Knowledge of juvenile and adolescent behavior
- ❖ Knowledge of the Indian Child Welfare Act, TANF and other programs that provide services to Tribal Citizens
- ❖ Knowledge of human behavior specific to motivation and goal attainment
- ❖ Knowledge of motivational interviewing practices, wrap around services, systems of care and trauma informed care
- ❖ Knowledge of the responsibilities of a Mandated Reporter and the process of recognizing signs of abuse as well as the process of submitting reports to CPS

- ❖ Knowledge of community resources and other social service agencies, and the ability to collaborate with them in order to provide expanded services
- ❖ Must adhere to the strictest rules of confidentiality and discretion
- ❖ Must possess strong communication skills, both written and verbal
- ❖ Must possess strong organizational skills, and the ability to complete a variety of tasks in different locations routinely
- ❖ Must maintain a current and valid driver's license and must be insurable
- ❖ Must be professional and interact positively with others
- ❖ Must possess strong computer skills including, Microsoft Office, Excel, Word, and other system knowledge

Benefits:

FIGR offers a healthy, engaging work environment with a competitive benefit package that includes, medical, dental, vision, and 401K Plan, paid holidays, PTO, Long-Term Disability Insurance, and meal card. Voluntary supplemental insurance offered through AFLAC.

To Apply: Please submit a Tribal Employment Application with your resume and a cover letter detailing your education and experience related to the position advertised. Visit our website at www.gratonrancheria.com to download a copy of the application. Email complete application packet to:

jobs@gratonrancheria.com or mail to
Federated Indians of Graton Rancheria
Attention: Human Resources

6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928

Application Closing Date and Time: Tuesday, September 25, 5:00 p.m.

FIGR CITIZENS AND INDIAN PREFERENCE WILL APPLY

Pursuant to the FIGR Indian Preference Policy, preference in hiring is given to: (1) Federated Indians of Graton Rancheria Tribal Citizens and (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a Federally Recognized Indian Tribe.

Applicants asserting American Indian preference must submit verifying information, such as written confirmation of tribal membership, Certificate of Degree of Indian Blood, or other documentary evidence.