



FEDERATED INDIANS OF
GRATON
RANCHERIA

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

Job Title: Family Advocate Manager	Department: TANF
Classification: Exempt	Work Hours: M-F, 8:00 a.m. to 5:00 p.m.
Salary Range: \$70,000.00 - \$105,000.00	Location: Rohnert Park, CA
Reports to: TANF Director	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 Manager utilizes their understanding and knowledge of TANF family advocate practices, principles, policies, regulations, and requirements to manage the operational activities, to plan and develop systems and procedures, and to improve the operating quality and efficiency of the unit.

Minimum Mandatory Qualifications:

- ❖ Bachelor's degree and Five years direct experience in Social Work, Human Services, Social Sciences, or closely related field OR
- ❖ Five to seven (5-7) years direct experience in Social Work, Health Services, Social Sciences, or closely related field WITH
- ❖ Four (4) years direct management experience in Social Work or closely related field
- ❖ 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 prepare, review, and analyze reports
- ❖ Ability in interpreting Tribal, State, and Federal regulations to determine impact and ensure program compliance
- ❖ Ability to plan, direct, delegate, and coordinate the work of subordinates
- ❖ Ability to identify and resolve problems in a timely and effective manner
- ❖ Ability to monitor own work quality and ensure that work is done in a timely manner
- ❖ Ability to organize work, set priorities, meet deadlines, follow up on assignments with minimal direction and supervision
- ❖ 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 interpret applicable laws, rules, and regulations
- ❖ Ability to establish and maintain effective working relationships with Tribal Officers, employees, and the general public
- ❖ Ability to operate a computer and general office equipment
- ❖ Ability to use Microsoft Suite (Word, Excel, Outlook, and PowerPoint), Internet browsers, and appropriate storage of electronic files
- ❖ Ability to respect and adhere to strict rules of confidentiality
- ❖ Ability to work collaboratively with staff, supervisors, clients, and others
- ❖ Ability to perform other duties, as assigned
- ❖ Knowledge with community resources and other social service agencies, and the ability to collaborate with them in order to provide expanded services
- ❖ Knowledge and understanding of the function and inner-workings of Tribal Governments Knowledge of TANF and assistance programs, TANF cost principles, and reporting requirements
- ❖ Knowledge of applicable Tribal, Federal, State, County, and local laws, regulations, and requirements
- ❖ Knowledge of the Indian Child Welfare Act, TANF and other programs that provide services to Tribal Citizens
- ❖ Knowledge of government grants processes, contract compliance, and reporting requirements
- ❖ Knowledge in social services, eligibility, and program compliance

- ❖ Knowledge of the diverse needs of Native American youth and families and the socio-economic issues relating to a diverse Native American population
- ❖ Knowledge of theory and practice in community health education, human behavior in the social environment including economic and environmental conditions contributing to substance abuse
- ❖ Knowledge of the needs of Native American values and culture
- ❖ 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
- ❖ Must have strong communication skills, both written and verbal
- ❖ Must adhere to the strictest rules of confidentiality and discretion
- ❖ Must have strong supervisory/management skills and the ability to train, mentor, coach, and motivate others
- ❖ Must have exceptional time management skills and the ability to complete tasks on time
- ❖ Must possess emotional maturity, good judgement, tact and diplomacy

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 Statute, 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.