



FEDERATED INDIANS OF
GRATON
RANCHERIA

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

Job Title: Summer Youth Worker I	Department: TANF
Classification: Full-time, Non-exempt	Hours: M-F, 8-5; Includes some overnights and weekends
Salary Range: \$15.00-\$19.00 (DOE)	Location: Rohnert Park
SUMMER WORKERS NEEDED SEASONAL POSITION FROM 6/10/2019 TO 8/09/2019 Non-Benefited Position	

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 Summer Youth Worker I provides direct services and activities, such as art, athletics, math, academic studies, to youth participants based on the mission and goals of the TANF Program and the Tribe's mission; with additional responsibility to assist program coordinators with planning and implementation of programs and services in collaboration with other community-based programs.

Minimum Mandatory Qualifications:

- ❖ High School Diploma or equivalency AND
- ❖ Relevant experience working with youth
- ❖ Must be able to work overnight camps and work weekends as needed
- ❖ Must successfully clear pre-employment testing including, but not limited to, a criminal background check, fingerprinting, and drug test.
- ❖ Maintain a current and valid driver's license and must be insurable

Preferred Qualifications

- ❖ One year field experience working with youth and At-Risk Youth
- ❖ CPR and First Aid Certifications

Knowledge, Skills, Abilities, and Other Qualifications:

- ❖ Demonstrated ability to exercise sound judgment and discretion
- ❖ Demonstrated ability to follow directions and instructions in providing services and activities
- ❖ Demonstrated ability to operate a computer and general office equipment
- ❖ Demonstrated ability to use Microsoft Suite (Word, Excel, Outlook, and PowerPoint), Internet browsers, and appropriate storage of electronic files
- ❖ Demonstrated ability to perform other duties, as assigned
- ❖ Knowledge, awareness of, and respect for Native American values, customs, and traditions
- ❖ Passionate about youth development; experience working with children of all ages
- ❖ Special skills or interests that can be shared
- ❖ Willingness to work overnight camps and work on weekends, as needed
- ❖ Good communication skills, both written and verbal
- ❖ Demonstrated ability to read, understand and follow complex rules, regulations, policies, and directives
- ❖ Knowledge of the Indian Child Welfare Act, TANF and other programs that provide services to Tribal Citizens

To Apply: Please submit a **Tribal Employment Application with your resume and 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

POSITION OPEN UNTIL FILLED

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.