



FEDERATED INDIANS OF  
**GRATON**  
RANCHERIA

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

<b>Job Title: Summer Youth Worker II</b>	<b>Department: TANF</b>
<b>Classification: Full-time, Non-exempt</b>	<b>Work Hours: M-F, 8-5; Includes some overnights and weekends</b>
<b>Salary Range: \$20.00-\$25.00 per hour (DOE)</b>	<b>Location: Rohnert Park</b>
<b>**SUMMER WORKERS NEEDED**</b>	
<b>SEASONAL POSITION FROM 6/10/19 to 8/09/2019</b>	
<b>Non-Benefited Position</b>	

**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 II 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:**

- ❖ Must successfully clear pre-employment testing including, but not limited to, a criminal background check, fingerprinting, and drug test.
- ❖ Bachelor's Degree in Child Development (or related field) or working towards degree in Child Development (or related field)
- ❖ OR 2-4 years progressive experience working with youth
- ❖ OR equivalent combination of education and formal work experience
- ❖ Must be able to work overnight camps
- ❖ CPR and First Aid Certifications

**Knowledge, Skills, Abilities, and Other Qualifications:**

- ❖ Ability to exercise sound judgment Group leadership skills, understanding of group dynamics
- ❖ Ability to communicate effectively in English, both verbally and in writing.
- ❖ Ability to read, understand and follow complex rules, regulations, policies and directives Experience in organizational planning, and supervising activities based on development needs of youth
- ❖ Ability to master and effectively use the computer database system.
- ❖ Knowledge of the laws, rules and regulations governing TANF programs.
- ❖ Strong computer skills including experience with internet research, Microsoft Office and automated database systems.

**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](http://www.gratonrancheria.com) to download a copy of the application. Email complete application packet to:

[jobs@gratonrancheria.com](mailto: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.