



# Federated Indians of Graton Rancheria

6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928 ■ 707-566-2288 ■ www.gratonrancheria.com

## SUMMER YOUTH WORKER I

### Position Description

<b>Department:</b>	TANF
<b>Pay Range:</b>	\$15.00 - \$19.00 (DOE)
<b>Hours/week:</b>	40
<b>Classification:</b>	Non- Exempt

<b>Reports to:</b>	TANF Director
<b>Effective Date:</b>	November 7, 2017
<b>Revised Date:</b>	March 1, 2019
<b>Type:</b>	Full-time Seasonal

### 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 to foster the value of education.*

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Federated Indians of Graton Rancheria ("FIGR") are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Interact in an honest, trustworthy, and respectful manner with FIGR Citizens and officials, other employees, visitors and vendors.
- Comply with the Tribe's policies and procedures.
- Display respect and understanding of the Tribe's culture, traditions, and values.
- Maintain a current and valid driver's license and must be insurable.
- Ability to work overnight camps
- Mandatory CPR and First Aid Certifications

### POSITION PURPOSE

The Youth Worker I provides direct services and activities, such as art, athletics, math, academic studies, to at-risk youth participants based on the mission and goals of the TANF Program and the Tribe's mission to help support all Native American families and youth.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Assist in the implementation of all programs and services to meet TANF and FIGR missions and goals.
- Provide transportation using company vehicles to and from program site.
- Keeps accurate records of attendance and reporting
- Assist in department administrative duties (i.e. phone calls to parents, making copies, mailings, etc.)
- Actively participate in daily and weekly communication with co-workers, supervisors, participant's guardians and community members.
- Ensure safety of participants at all times. Maintain a safe, clean environment. Follow policies and use common sense to ensure proper use and maintenance of the facility, the equipment, and the environment.

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- Actively communicate project, service, and client updates to supervisor and support staff. Actively communicate with families on updates.
- Assist in all Youth and Family department programs and services as needed.

### MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- Relevant experience working with youth preferred
- Education:
- High School Diploma or equivalent
- Knowledge, Skills, Abilities, and Other Qualifications:
- Ability to communicate effectively in English, both verbally and in writing.
  - Ability to read, understand and follow complex rules, regulations, policies and directives.
  - Ability to exercise sound judgment.
  - 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.

### PREFERRED QUALIFICATIONS

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

### WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with FIGR Citizens and officials, employees, vendors, and staff.
- Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various topics and, at times, complicated issues.

### TRIBAL AND INDIAN PREFERENCE

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe and, in accordance with the Tribe's human resources policies, has implemented a Tribal and Indian Preference in Employment Statute. Pursuant to this Statute, Federated Indians of Graton Rancheria shall give preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (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.

Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria does not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability, or political affiliation.

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## Position Description

### OTHER

- Confidentiality: All employees must uphold all principles of confidentiality and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment.

**Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

### ACKNOWLEDGMENT

I have reviewed the content of the **SUMMER YOUTH WORKER I** position description and have been provided a copy of the position description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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Employee (printed name)

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Employee (signature)

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Date

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Supervisor (printed name)

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Supervisor (signature)

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Date