



# Federated Indians of Graton Rancheria

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

## ELDER ADVOCATE

### *Position Description*

<b>Department:</b>	Wellness & Justice
<b>Pay Range:</b>	\$25.29 - \$37.93 (DOE)
<b>Hours/week:</b>	40
<b>Type of Position:</b>	Non-Exempt

<b>Reports to:</b>	TANF Director
<b>Effective Date:</b>	January 2, 2018
<b>Revised Date:</b>	May 28, 2019
<b>Type:</b>	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.*

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Federated Indians of Graton Rancheria 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 Citizens, 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 insurable driver's license.

### POSITION PURPOSE

The Elder Advocate establishes and maintains positive relationships with other community providers to facilitate linkages to eldercare services to improve their quality of life and to maintain their independence.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Identifies priority needs through referrals and intake paperwork, and assists elders to obtain their rights and services.
2. Assists elders whose access to essential services is limited by various barriers such as poverty, literacy, illness, and social isolation; assistance completed by phone, office visits, and/or home visits.
3. Assists in the well-being of Tribal Elders with case planning and wrap around services.
4. Counsels elders regarding impact of GWB, and per capita payments on existing safety net services.
5. Works with county Medicare/Medi-Cal eligibility workers to ensure that elders are receiving the correct benefit.
6. Assists elders with estate planning and property preservation.
7. Counsels elders in VA benefits, In Home Support Services (IHSS), SSI/SDI, and My Care My Plan.
8. Maintains case notes, reports, data of services, referrals, and assessment for each assigned Elder.

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9. Provides and implements case management services to all clients, including: intake assessment, benefit assessment, goal-setting, long-term care plan development, weekly care plan development and progress monitoring.
10. Completes home visits on case-by-case basis and assists with a comprehensive needs assessment.
11. Promotes independent living in a safe environment that enhances and improves quality of life.
12. Coordinates and participates in physical capacity assessments to determine level of need.
13. Assists Elders in need of help with their Activities of Daily Living (ADLs).
14. Schedules in-home care services, home visits, shopping, regular transportation, respite care, and other additional services as determined by need.
15. Reports incidents of suspected Elder abuse and/or neglect according to State law; maintains Elder Abuse Reporting guidelines and provides copies of reports to the Wellness & Justice Manager.
16. Informs and interprets to family members, staff members, and members of the general public, the purpose, benefits, goals, and procedures of the Elders Program.
17. Assists the community, individually or in a group, to identify and cope with social and emotional issues of an Elder transition into another stage or life or care need.
18. Conducts regular home visits to monitor status of clients living at home, in assisted living, and long-term care facilities.
19. Transports elders in a safe and timely manner to appointments or errands.
20. Performs other duties as assigned.

### **MINIMUM MANDATORY QUALIFICATIONS**

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|--|---|
| Experience:  | <ul style="list-style-type: none"><li>• Three years of progressive responsibility, work-related experience in Elder Care, Social Services, Social Work, Gerontology or other related field</li></ul>  |
| Education:   | <ul style="list-style-type: none"><li>• Associate's Degree in Social Sciences, Gerontology, Psychology or related field</li></ul>   |
| Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Ability to adhere to the strictest rules of confidentiality and discretion</li><li>• Ability to prepare clear and concise reports, documentation and other written materials</li><li>• Ability to read and comprehend written material on a wide variety of technical subjects</li><li>• Ability to develop plans, reports, and complete tasks accurately and within stated timelines</li><li>• Ability to interpret applicable laws, rules, and regulations to make recommendations to Tribal Council on policies and procedures</li><li>• Ability to organize work, set priorities, meet deadlines, follow up on assignments with minimal direction and supervision</li><li>• Ability to work a flexible work schedule, to work evenings and/or weekends, based upon needs of the Department and or Tribe</li><li>• Demonstrated accuracy and thoroughness, developing and designing ways to improve and promote the quality of all programs</li><li>• Demonstrated ability to operate a computer and general office equipment</li><li>• Demonstrated ability to use Microsoft Office Suite (Word, Excel, PowerPoint, etc.) and internet software, and handle storage of electronic files appropriately</li><li>• Demonstrated ability to identify and resolve problems in a timely and effective manner</li><li>• Familiarity with community resources and other social service agencies, and the ability to</li></ul> |

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collaborate with them in order to provide expanded services

- Familiarity with 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 applicable Tribal, Federal, State, County, and local laws, regulations, and requirements related to elder care.
- Knowledge, awareness of, and respect for Native American values, customs, and traditions including knowledge of socio-economic, and environmental issues relating to a diverse Native American population
- Knowledge of motivational interviewing practices, wrap around services, systems of care and trauma-informed care
- Knowledge in estate planning, and property preservation
- Knowledge, awareness of, and respect for Native American values, customs, and traditions
- Knowledge of risk factors affecting elders and prevention and intervention practices and strategies; sensitivity to the needs of elderly from diverse backgrounds and cultures with an emphasis on American Indian elders residing in the greater Bay Area
- Must possess time management skills and the ability to complete tasks on time
- Proven ability to maintain required clinical and evaluation records in accordance with HIPAA and other privacy laws
- Strong communication skills, both written and verbal
- Possess emotional maturity, good judgement, tact and diplomacy
- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Perform other duties, as assigned

### **PREFERRED QUALIFICATIONS**

- Bachelor's Degree in Social Sciences, Gerontology, Psychology or related field
- Five years of experience in Elder Care, Social Services, Social Work, Gerontology or other related field

### **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 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with Citizens, employees, vendors and staff.

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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 shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

### OTHER

Confidentiality: All employees must uphold all principles of confidentiality 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 and will be subject to reasonable-suspicion drug testing.

***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.

REVIEWED BY	Felecia Cordova	TITLE: Human Resources Manager	DATE: 5/28/2019
REVIEWED BY MANAGER	Scott Boyle	TITLE: TANF Director	DATE: 5/28/2019
APPROVED BY		TITLE: Tribal Council	DATE:
DATE POSTED		DATE HIRED	

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### ACKNOWLEDGMENT

I have reviewed the content of the **Elder Advocate** 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*

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