



FEDERATED INDIANS OF  
**GRATON**  
RANCHERIA

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

<b>Job Title:</b> Elder Advocate	<b>Department:</b> Wellness & Justice
<b>Classification:</b> Non-exempt	<b>Office Hours:</b> M-F, 8:00 a.m. to 5:00 p.m.
<b>Salary Range:</b> \$25.29 - \$37.93 (DOE)	<b>Location:</b> Rohnert Park, CA
<b>Reports to:</b> TANF Director	<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.*

**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.

**Minimum Mandatory Qualifications:**

- ❖ Must successfully clear criminal background check, and pre-employment testing including, but not limited to, a criminal background check, fingerprinting, and drug test.
- ❖ Three years of progressive responsibility, work-related experience in Elder Care, Social Services, Social Work, Gerontology, or other related field
- ❖ Associate's Degree in Social Sciences, Gerontology, Psychology, or related field

**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

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

- ❖ Ability to adhere to the strictest rules of confidentiality and discretion
- ❖ Ability to prepare clear and concise reports, documentation and other written materials
- ❖ Ability to read and comprehend written material on a wide variety of technical subjects
- ❖ Ability to develop plans, reports, and complete tasks accurately and within stated timelines
- ❖ Ability to interpret applicable laws, rules, and regulations to make recommendations to Tribal Council on policies and procedures
- ❖ Ability to organize work, set priorities, meet deadlines, follow up on assignments with minimal direction and supervision
- ❖ Ability to work a flexible work schedule, to work evenings and/or weekends, based upon needs of the Department and or Tribe
- ❖ Demonstrated accuracy and thoroughness, developing and designing ways to improve and promote the quality of all programs
- ❖ Demonstrated ability to operate a computer and general office equipment
- ❖ Demonstrated ability to use Microsoft Office Suite (Word, Excel, PowerPoint, etc.) and internet software, and handle storage of electronic files appropriately
- ❖ Demonstrated ability to identify and resolve problems in a timely and effective manner
- ❖ Familiarity with community resources and other social service agencies, and the ability to 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

**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.

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**To Apply:** Please submit a Tribal employment application with your resume and a cover letter detailing your education and experience related to this position. Visit our website at [www.gratonrancheria.com](http://www.gratonrancheria.com) to download a copy of the application, job announcement and position description. Email complete application to [jobs@gratonrancheria.com](mailto:jobs@gratonrancheria.com)

Federated Indians of Graton Rancheria  
Attention: Human Resources  
6400 Redwood Drive, Suite 300  
Rohnert Park, CA 94928

***Application Closing Date: Wednesday, August 14, 2019 at 5:00 p.m.***

**FIGR CITIZENS AND INDIAN PREFERENCE WILL APPLY**

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe and, in accordance with the Tribe's human resources policies, has adopted and implemented a Tribal and Indian Preference 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.

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.