



FEDERATED INDIANS OF
GRATON
RANCHERIA

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

Job Title: Housing Advocate	Department: Housing
Classification: Non-exempt	Office Hours: M-F, 8:00 a.m. to 5:00 p.m.
Salary Range: \$23.20 - \$34.80	Location: Rohnert Park, CA
Reports to: Housing Program Manager	Type: 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 Housing Advocate is under the direct supervision of the Housing Program Manager and is responsible for the coordination of various types of services to FIGR citizens in order to address their housing needs. The Housing Advocate assists in the development and administration of self-sufficiency programs to address the needs of the Tribal community. This position provides routine housing counseling to citizens while they pursue home ownership and/or other housing programs and services. The Housing Advocate participates in ongoing collaboration with other FIGR departments and programs to assist citizens.

Minimum Mandatory Qualifications:

- ❖ Three years of direct work experience in Housing Advocacy, Human Services field, and Financial Management/Planning. One year of housing/real estate/property management experience preferred and may be substituted for one year of direct service experience
- ❖ Associate's Degree in the Social and Behavioral Sciences, Human Services area, Public Administration

Preferred Qualifications:

- ❖ NAHASDA Pathways Home certification; must obtain certification within first year of hire
- ❖ Bachelor's Degree in Human Services and/or Social and Behavioral Science field, Financial Management/Planning or other relevant field

Knowledge, Skills, Abilities, and Other Qualifications:

- ❖ Demonstrated ability using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- ❖ Demonstrated ability to read, analyze, and comply with laws and regulations governing Indian housing programs as well as associated financial reports and legal documents
- ❖ Demonstrated ability to work with people from diverse cultures, ethnic and socio-economic backgrounds, with a strong knowledge of a diverse community and sensitivity to cultural needs
- ❖ Demonstrated ability to interpret applicable laws, rules, and regulations to make recommendations to Tribal Council on policies and procedures
- ❖ Demonstrated ability to identify and resolve problems in a timely and effective manner
- ❖ Demonstrated ability to organize work, set priorities, meet deadlines, follow up on assignments with minimal direction
- ❖ 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 perform other duties, as assigned Exceptional time management skills and the ability to complete tasks on time
- ❖ Knowledge of diverse needs of Native American youth and families including socio-economic issues relating to a diverse Native American population

- ❖ Knowledge, awareness of, and respect for Native American values, customs, and traditions
- ❖ Knowledge of HUD procurement and loan policies and regulations; familiarity with TANF, community resources and other social service agencies, and the ability to collaborate with them in order to provide expanded services
- ❖ Knowledge and understanding of public housing administration, Indian housing programs, government contracting, accounting, and financial management; Understanding and knowledge of financial terminology, mortgage loan documentation and qualifying requirements, and credit counseling methods
- ❖ Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects
- ❖ Knowledge of arithmetic, statistics, and their applications
- ❖ Skilled in preparing, reviewing, and analyzing operational and financial reports
- ❖ Strong communication skills, both written and verbal; ability to motivate others
- ❖ Strong communication skills, both written and verbal with the ability to communicate information and ideas to those that are unfamiliar with industry terminology
- ❖ Strong public speaking and presentation skills

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.

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, job announcement and, job description. 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

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.