



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

Job Title: Youth Worker II	Department: TANF
Classification: Non-Exempt	Work Hours: Part-Time
Salary Range: \$20.00 - \$25.00 (DOE)	Location: Rohnert Park
Reports to: TANF Director	Type: Part-time (20 hours)

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 Summary:

Under the direct supervision of the TANF Director, the 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 Qualifications:

- ❖ Bachelor's Degree in Child Development, Education, Sociology, or related field AND
- ❖ Two years' progressive field experience working with youth OR
- ❖ Four years related work experience and coursework towards Bachelor's Degree
- ❖ Must be able to work overnight camps
- ❖ Must successfully clear pre-employment testing including, but not limited to, a criminal background check, fingerprinting, and drug test
- ❖ Must have current and valid driver's license
- ❖ Must meet the age requirement (21 years old) to drive Federated Indians of Graton Rancheria (FIGR) vehicles, and be insurable under the Tribe's Insurance Policy

Mandatory Knowledge, Skills, Abilities, and Other Qualifications:

- ❖ Ability to respect and adhere to strict rules of confidentiality
- ❖ Ability to work collaboratively with staff, supervisors and volunteers
- ❖ Ability to maintain a safe and clean environment for youth at all times using professional judgment
- ❖ Ability to assist in the planning and implementation of all programs and services to meet program missions and goals
- ❖ Demonstrated ability to exercise sound judgment and discretion
- ❖ Demonstrated ability to collaborate with other community resources in order to provide expanded services
- ❖ Demonstrated ability to read, understand and follow complex rules, regulations, policies, and directives
- ❖ Knowledge of Mandated Reporter responsibilities and functions
- ❖ Knowledge of the Indian Child Welfare Act, TANF and other programs that provide services to Tribal Citizens
- ❖ Must possess strong communication skills, both written and verbal
- ❖ Must be enthusiastic, outgoing and flexible
- ❖ Occasional exposure to outdoor elements where exposure to adverse weather conditions such as heat, wind, blowing dust, etc. are common.
- ❖ Must be passionate about youth development; experience working with children of all ages
- ❖ Provides cultural awareness and sensitivity of Native American values and culture
- ❖ Demonstrated ability to provide transportation to and from program sites using company vehicles
- ❖ Actively communicate to supervisors, staff and program participants about projects and services

- ❖ Willingness to work overnight camps and work on weekends, as needed
- ❖ Perform other duties as assigned

Preferred Qualifications:

- ❖ CPR and First Aid Certifications

Benefits: Must meet eligibility requirements

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 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

Or you can drop off your application packet prior to the close of business on the deadline date listed on this Job Announcement.

Application closing date and time: Friday, September 20, 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.