



# Federated Indians of Graton Rancheria

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

## YOUTH WORKER II

### Position Description

<b>Department:</b>	Temporary Assistance for Needy Families (TANF)
<b>Pay Range:</b>	\$20.00 - \$25.00 (DOE)
<b>Hours/week:</b>	20
<b>Classification:</b>	Non-exempt

<b>Reports to:</b>	Youth & Family Program Manager
<b>Effective Date:</b>	January 1, 2019
<b>Revised Date:</b>	September 4, 2019
<b>Type of Position:</b>	Part-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

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, and provides transportation for youth participants using company vehicle.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES - NON SUPERVISORY RESPONSIBILITIES

1. Assists program coordinators with planning and implementation of programs and services in collaboration with other community-based programs.
2. Provides transportation to participants, using company vehicles to and from program sites, pickup and drop-offs, ensuring the safety of all passengers.
3. Keeps accurate records of attendance and provide reporting of such.
4. Assists in department administrative duties (i.e., phone calls to parents, making copies, mailings, etc.)
5. Participates in daily and weekly communication with co-workers, supervisors, participant's guardians and community.

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6. Ensures physical, social and emotional safety of participants at all times by maintaining an inclusive and supportive environment.
7. Follows policies and uses common sense to ensure proper use and maintenance of the facility, the equipment, and the environment.
8. Assists with the scheduled maintenance of company vehicles as needed.
9. Communicates project, service, and client updates to supervisor and support staff; actively communicates updates to families.
10. Assists in all Youth and Family department programs and services as needed.
11. Works overnight camps
12. Performs other duties, as assigned.

### NON-SUPERVISORY RESPONSIBILITIES

### MINIMUM MANDATORY QUALIFICATIONS

- |  |   |
|--|---|
| Experience:  | <ul style="list-style-type: none"><li>• Two years' progressive field experience working with youth AND</li></ul>  |
| Education:   | <ul style="list-style-type: none"><li>• Bachelor's Degree in Child Development, Education, Sociology, or related field <b>OR</b><br/>Four years related work experience and coursework towards Bachelor's Degree</li></ul>  |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Ability to respect and adhere to strict rules of confidentiality</li><li>• Ability to work collaboratively with staff, supervisors and volunteers</li><li>• Demonstrated ability to exercise sound judgment and discretion</li><li>• Demonstrated ability to collaborate with other community resources in order to provide expanded services</li><li>• Demonstrated ability to provide transportation to and from program sites using company vehicles</li><li>• Demonstrated ability to read, understand and follow complex rules, regulations, policies, and directives</li><li>• Provides cultural awareness and sensitivity of Native American values and culture</li><li>• Knowledge of Mandated Reporter responsibilities and functions</li><li>• Knowledge of the Indian Child Welfare Act, TANF and other programs that provide services to Tribal Citizens</li><li>• Must possess strong communication skills, both written and verbal</li><li>• Must be enthusiastic, outgoing and flexible</li><li>• 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</li><li>• Must maintain a valid driver's license</li><li>• Must be passionate about youth development; experience working with children of all ages</li><li>• Special skills or interests that can be shared</li><li>• Willingness to work overnight camps and work on weekends, as needed</li><li>• Perform other duties as assigned</li></ul> |

### PREFERRED QUALIFICATIONS

- CPR and First Aid Certifications

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### 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. Occasional exposure to outdoor elements where exposure to adverse weather conditions such as heat, wind, blowing dust, etc. are common.
- 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.
- 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 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.

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.

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### ACKNOWLEDGMENT

I have reviewed the content of the **Youth Worker II** 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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