



# Federated Indians of Graton Rancheria

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

## HOUSING ADVOCATE

### *Position Description*

<b>Department:</b>	Housing
<b>Pay Range:</b>	\$23.20 - DOE
<b>Hours/week:</b>	40
<b>Type of Position:</b>	Full-time

<b>Reports to:</b>	Housing Program Manager
<b>Classification:</b>	Non-Exempt
<b>Effective Date:</b>	January 2, 2018
<b>Revised Date:</b>	May 3, 2019

### 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 Housing Advocate is under the direct supervision of the Housing 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/or programs to assist citizens.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Maintains case files which document progress, lack of progress, activities, and successes with participants who have been assisted by the housing program.
2. Assists and counsels citizens who are having difficulty finding appropriate housing within the required time frame.
3. Acts as a mediator between families, landlords, and housing program staff.
4. Coordinates and makes appropriate referrals to internal and external community agencies. (Example: families in need of assistance with payment of childcare could be referred to the TANF program.)
5. Provides case management services to families in crisis situations (prior to landlord's intent to evict or terminate the lease for non-compliance) to assist families in maintaining their housing.
6. Develops positive relationships in the community with landlords and rental agencies.

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7. Conducts quarterly educational seminars for citizens in order to address such issues as fair housing, landlord/tenant responsibilities, financial management, understanding lease terms, and how to maintain a safe and sanitary home.
8. Provides accurate and relevant information to assists clients in developing solutions for money management, credit-related, and housing issues.
9. Assists participants with developing a budget, and setting financial goals.
10. Provides information to clients including, but not limited to, bankruptcy, collection action, court judgment, credit education, credit reports, housing issues, consumer protection laws, student loans, wage attachments, etc.
11. Explains credit report ratings and protection laws to clients and provides answers to client's questions.
12. Conducts telephone interviews and one-on-one in-person sessions to determine whether or not client has developed a general understanding of the information pertaining to homeownership and/or being a landlord.
13. Completes the required assessment, generates and distributes appropriate paperwork, and inputs data as required.
14. Informs client of HUD and FIGR services available, makes referrals, and performs other duties associated with the program.
15. Develops curriculum, prepares materials, and presents training for financial workshops.
16. Audits the Housing files to ensure compliance with the current regulations, and ensures that FIGR policies are followed.
17. Performs other job duties, as assigned.

### **NON-SUPERVISORY RESOPNSIBILITIES**

### **MINIMUM MANDATORY QUALIFICATIONS**

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| Experience:  | <ul style="list-style-type: none"><li>• Three years of direct work experience in Housing Advocacy work, 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</li></ul>   |
| Education:   | <ul style="list-style-type: none"><li>• Associate's Degree in the Social and Behavioral Sciences, Human Services area, Public Administration.</li></ul>  |
| Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Demonstrated ability using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems</li><li>• Demonstrated ability to read, analyze, and comply with laws and regulations governing Indian housing programs as well as associated financial reports and legal documents</li><li>• 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</li><li>• Demonstrated ability to interpret applicable laws, rules, and regulations to make recommendations to Tribal Council on policies and procedures</li><li>• Demonstrated ability to identify and resolve problems in a timely and effective manner</li><li>• Demonstrated ability to organize work, set priorities, meet deadlines, follow up on assignments with minimal direction</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 perform other duties, as assigned Exceptional time management skills and the ability to complete tasks on time</li><li>• Knowledge of diverse needs of Native American youth and families including socio-economic issues relating to a diverse Native American population</li><li>• Knowledge, awareness of, and respect for Native American values, customs, and traditions</li><li>• 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</li></ul> |

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- 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

### **PREFERRED QUALIFICATIONS**

- NAHASDA Pathways Home Certification; must obtain certification within first year of hire
- Bachelor's Degree in Human Services and/or the Social and Behavior Science field, Financial Management/Planning or other relevant 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.
- 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 Policy. Pursuant to this Policy, 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.

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## Position Description

**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.*

### ACKNOWLEDGMENT

I have reviewed the content of the **Housing 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)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor (printed name)*

\_\_\_\_\_  
*Supervisor (signature)*

\_\_\_\_\_  
*Date*