



FEDERATED INDIANS OF
GRATON
RANCHERIA

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

Job Title:	Intake & Eligibility Coordinator	Department:	TANF
Classification:	Non-exempt	Office Hours:	M-F, 8:00 a.m. to 5:00 p.m.
Salary Range:	\$19.00 - DOE	Location:	Rohnert Park, CA
Reports to:	Family Advocate 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 Intake and Eligibility Coordinator performs TANF applicant and participant intake duties, collecting information and data to determine initial and ongoing eligibility for financial and prevention assistance and services.

Minimum Mandatory Qualifications

Experience:	❖ One year prior experience in a social service setting or other relevant customer service setting
Education:	❖ High School Diploma or GED equivalent
Other:	❖ Must successfully clear pre-employment testing, including, but not limited to a criminal background check, fingerprinting, and drug and alcohol screening ❖ Must possess a current and valid driver's license and must be insurable
Preferred Qualifications:	❖ AA degree in Social Services, Human Services, Native American Studies, or related field
Mandatory Knowledge, Skills, Abilities, and other Qualifications:	❖ Ability to respect and adhere to strict rules of confidentiality ❖ Ability to handle sensitive materials, issues, and confidential assignments with tact and diplomacy ❖ Ability to work collaboratively with staff, supervisors and volunteers ❖ Ability to plan, coordinate and direct varied and complex projects ❖ Ability to develop and maintain positive relationships with staff, Tribal Council, consultants and agency representatives ❖ Ability to work efficiently and effectively under deadlines ❖ Ability to communicate in a positive, effective manner in person, by phone, and by email. ❖ Demonstrated ability to read, understand and follow complex rules, regulations, policies, and directives ❖ Demonstrated ability to exercise sound judgment and discretion ❖ Demonstrated ability to operate a computer and general office equipment ❖ Demonstrated ability to use Microsoft Office (Word, Excel, Outlook, and PowerPoint), Internet browsers, and appropriate storage of electronic files ❖ Knowledge of policies, procedures, and practices pertaining to program eligibility and services offered ❖ Knowledge, awareness of, and respect for Native American values, customs, and traditions

- ❖ Knowledge of the Indian Child Welfare Act, TANF, Housing, SCIHP and other programs that provide services to Tribal Citizens
- ❖ Must possess basic knowledge of Welfare Reform and Workforce development
- ❖ Must possess good communication skills, both written and verbal
- ❖ Maintain a current and valid driver's license and must be insurable
- ❖ Perform other duties, as assigned

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

OPEN UNTIL FILLED

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.