



# Federated Indians of Graton Rancheria

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

## FAMILY ADVOCATE

### *Position Description*

<b>Department:</b>	Temporary Assistance for Needy Families (TANF)
<b>Pay Range:</b>	\$32.21 - \$40.87 per hour (DOE)
<b>Hours/week:</b>	40
<b>Type of Position:</b>	Full-time

<b>Reports to:</b>	Family Advocate Manager
<b>Classification:</b>	Non-Exempt
<b>Effective Date:</b>	January 1, 2018
<b>Revised Date:</b>	July 1, 2020

### 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 Family Advocate creates, provides, and coordinates services and activities with families and communities that foster strength, healthy living, and overall well-being. They provide support in a case management style and act as a liaison between families, staff, the community, and other family-related services, encouraging all family members to become advocates for their children and family.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Conducts in-depth, motivational interviews with applicants to determine program eligibility; may conduct assessments to determine present skills and barriers as they relate to family, legal, employment, medical, and social issues.
2. Identifies actions to be taken and develops a Family Self Sufficiency Plan (FSP) with client that itemizes steps to be taken and their timeframe for completion.
3. Performs client intake, evaluation, planning, monitoring and follow-up.
4. Inputs data, case file information, and monthly updates as needed.
5. Completes all required data entry and paperwork with the program timeframes to ensure timely cash assistance payments and support services; prepares necessary forms and materials for programs and activities.

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6. Determine client's initial and ongoing eligibility for financial and other assistance and services; presents client's case history for payment/service approvals.
7. Assists TANF families from initial intake through transition from TANF to employment; provides follow up on services to ensure desired outcomes.
8. Ensures all program activities comply with TANF regulations, policies and procedures.
9. Collaborates with management and staff with setting goals and establishing guidelines for client(s) and program.
10. Meets regularly with supervisor and identified team members to discuss applicant's progress and recommendations.
11. Coordinates and develops plans with other staff and/or agencies to ensure barriers to self-sufficiency are reduced or eliminated.
12. Establishes and maintains collaborative working relationships with outside service providers, TANF staff, Tribal community and TANF clientele.
13. Represents the Tribe's programs when in contact with the public, community organizations, and other government agencies.
14. Coordinates the provision of support services for employment program participants.
15. Prepares clear, concise and accurate reports, plans, agreements, correspondence, and other documents.
16. Inputs data into an automated computer database system (Rite Track), ensuring accuracy.
17. Participates in special studies or research projects as assigned.
18. Performs other duties as assigned.

### **NON-SUPERVISORY RESPONSIBILITIES**

### **MINIMUM MANDATORY QUALIFICATIONS**

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| Experience:  | <ul style="list-style-type: none"><li>• Two years direct experience in a Social Services, Human Services, Sociology, or closely related field AND</li></ul>  |
| Education:   | <ul style="list-style-type: none"><li>• Associate's Degree in Social Services, Human Services, Sociology, Native American Studies or closely related field of study OR</li><li>• High School Diploma or equivalent GED with:</li><li>• Six (6) years direct experience in Social Work, Human Services, Social Services or closely related field of study</li></ul>   |
| Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• 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>• Ability to use Microsoft Suite (Word, Excel, Outlook, and PowerPoint), Internet browsers, and appropriate storage of electronic files</li><li>• Ability to perform other duties, as assigned</li><li>• Knowledge of the diverse needs of Native American youth and families and the 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 general sociological, economic and environmental conditions contributing to participants' need for assistance</li><li>• Knowledge of juvenile and adolescent behavior</li><li>• Knowledge of the Indian Child Welfare Act, TANF and other programs that provide services to Tribal Citizens</li><li>• Knowledge of human behavior specific to motivation and goal attainment</li><li>• Knowledge of motivational interviewing practices, wrap around services, systems of care and trauma informed care</li><li>• Knowledge of the responsibilities of a Mandated Reporter and the process of recognizing signs of abuse as well as the process of submitting reports to CPS</li></ul> |

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## Position Description

- Knowledge of community resources and other social service agencies, and the ability to collaborate with them in order to provide expanded services
- Must adhere to the strictest rules of confidentiality and discretion
- Must possess strong communication skills, both written and verbal
- Must possess strong organizational skills, and the ability to complete a variety of tasks in different locations routinely

### PREFERRED QUALIFICATIONS

- Bachelor's Degree in a Human Services, Social Sciences, Native American Studies or closely related field of study

### 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 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

**Driving:** All employees must maintain a current and valid driver's license and must be insurable.

**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 will be subject to a criminal history background check and a suitability background check. In addition, all 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.

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Drug and alcohol screening: All applicants must successfully pass a pre-employment drug and alcohol screening prior to beginning employment and will be subject to reasonable-suspicion drug and alcohol testing.

COVID-19 testing: All applicants must successfully pass a pre-employment COVID-19 test prior to beginning employment.

**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 **Family 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*