



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

ELDER ADVOCATE

Position Description

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| Department: | Wellness and Justice |
| Salary Range: | \$67,000 - \$85,000 |
| Hours/week: | 40 |
| Classification: | Exempt |

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|------------------------|-----------------|
| Reports to: | TANF Director |
| Effective Date: | January 1, 2018 |
| Revised Date: | June 29, 2021 |
| 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 to foster the value of education.

POSITION SUMMARY

The Elder Advocate establishes and maintains positive relationships with FIGR elders, and other community providers to facilitate linkages to eldercare services to improve the elder's quality of life and to assist in maintaining their independence.

JOB DUTIES AND RESPONSIBILITIES

The following duties are considered essential for this job classification:

- Provides case management services to Tribal Elders, including intake assessment, benefit assessment, goal setting, long-term care plan development, weekly care plan development and progress monitoring.
- Assists elders in obtaining access to programs and services identified through assessments.
- Performs consultations via phone conversations, meeting software, office visits, and/or home visits.
- Conducts regular home visits to monitor status of clients living at home, in assisted living, and long-term care facilities.
- Maintains case notes, reports, service data, referral histories, and assessments for each assigned elder.
- Promotes independent living in a safe environment that enhances and improves quality of life.
- Coordinates and participates in physical capacity assessments to determine level of need.
- Assists Elders with their Activities of Daily Living (ADLs)
- Schedules in-home care services, home visits, shopping, regular transportation, respite care, and other services as necessary.
- Reports incidents of suspected elder abuse and/or neglect according to State law; maintains Elder Abuse Reporting guidelines and provides copies of reports to department manager and/or designee.
- Promotes the purpose, benefits, goals, and details of the Elders Program to family members, staff members, and members of the general public.
- Assists the Elder community, with identifying and coping with social and emotional issues surrounding an Elder's transition into another stage or life or care.
- Performs other duties, as assigned.

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QUALIFICATIONS

Knowledge of: TANF and assistance programs, TANF cost principles, and reporting requirements; applicable Tribal, Federal, State, County, and local laws, regulations, and requirements; community resources and other social service agencies; the diverse needs of Native American families including socio-economic issues relating to the Native American population; Native American values, customs, and traditions.

Ability to: Adhere to the strictest rules of confidentiality and discretion; understand and apply applicable Tribal, Federal, State, County, and local laws, regulations, policies, procedures, and program standards; identify and resolve problems in a timely and effective manner; interpret and explain social service programs; develop and maintain effective working relationships with people from diverse cultures, ethnic and socio-economic backgrounds, with a strong knowledge of a diverse community sensitivity to cultural needs; make effective use of resources and services in the community; operate modern office equipment and software with skill and efficiency; input data and develop reports as necessary; demonstrate cultural competency, and sensitivity of Native American values and cultures.

License: Must possess a valid driver's license and be insurable under the Tribe's policy.

EXPERIENCE AND EDUCATION

Experience: Minimum of three (3) years of progressively responsible work experience in Elder Care, Social Services, Social Work, Gerontology, or closely related field required. Five years of experience in a related field preferred.

Education: Associate degree in Social Sciences, Gerontology, Psychology, Human Services, or related field required. Bachelor's degree in a related field preferred, but not required.

SUPERVISORY RESPONSIBILITIES

N/A

WORKING CONDITIONS

Environment: The work environment characteristics described herein 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, (Limited travel during COVID-19 Pandemic).

Physical Demands: The physical demands described herein 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. Talking and hearing are essential to communicate with FIGR Citizens and officials, employees, vendors, and staff.

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 does not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability, or political affiliation.

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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 will 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 and alcohol screening prior to beginning employment and will be subject to reasonable-suspicion drug or alcohol testing.
- COVID-19:** All applicants must successfully pass a pre-employment COVID-19 test prior to beginning employment. FIGR requires all employees to be fully vaccinated against COVID-19 and its variants; all employees must provide proof of vaccination prior to 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 **Elder 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:

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date