



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

## SUMMER YOUTH WORKER I

### Position Description

<b>Department:</b>	TANF
<b>Pay Range:</b>	\$18.00 to \$21.57 (DOE)
<b>Hours/week:</b>	40 Hours Per Week
<b>Classification:</b>	Non-exempt

<b>Reports to:</b>	Education Director
<b>Effective Date:</b>	November 7, 2017
<b>Revised Date:</b>	February 2, 2023
<b>Type:</b>	Full-time Seasonal

#### MISSION STATEMENT

*The Federated Indians of Graton Rancheria Tribe ("FIGR" or "Tribe") exists to exercise its inherent sovereign powers, customs, and traditions; to perpetuate its unique Native heritage; to preserve and protect the rights and privileges of the Tribe; to establish justice in the conduct of tribal affairs; to work for the social and economic betterment of all Tribal Citizens, and to foster the value of education.*

#### POSITION PURPOSE

The Federated Indians of Graton Rancheria's Tribal TANF Program of Sonoma and Marin Counties serves needy Indian families with temporary cash assistance and supportive services. Under the direct supervision of the Education Director, the Youth Worker I provides direct services and activities, such as art, athletics, math, academic studies, to at-risk youth participants based on the mission and goals of the TANF Program and the Tribe's mission to help support all Native American families and youth.

#### SUPERVISORY RESPONSIBILITIES

"Not Applicable"

#### JOB DUTIES AND RESPONSIBILITIES

The following job duties and responsibilities are considered essential for this position.

- Assist in the implementation of all programs and services to meet TANF and FIGR missions and goals.
- Provide transportation to participants using company vehicles to and from program sites, pickup and drop-offs, ensuring the safety of all passengers.
- Keeps accurate records of attendance and reporting.
- Assist in department administrative duties (i.e. phone calls to parents, making copies, mailings, etc.).
- Actively participate in daily and weekly communication with co-workers, supervisors, participant's guardians and community members.
- Ensure safety of participants at all times, and maintains a safe, clean environment.
- Follow policies and use common sense to ensure proper use and maintenance of the facility, the equipment, and the environment.
- Communicate project, service, and client updates to supervisor and support staff, and communicates with families on updates.
- Assist in all department programs and services as needed.
- Works overnight camps.

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## *Position Description*

### QUALIFICATIONS

Experience: Relevant experience working with youth and at-risk youth preferred.

Education: High School Diploma or equivalent.

Preference: CPR and First Aid Certifications.

Knowledge of: Cultural awareness and sensitivity of Native American values and culture. Group leadership skills, understanding of group dynamics. Organizational planning and supervising activities based on development needs of youth.

Ability to: Work collaboratively with staff, supervisors, and volunteers; demonstrate problem solving and decision-making skills; exercise sound judgment and discretion; understand and apply applicable Federal and Tribal laws, regulations, policies, procedures, and program standards; understand and follow verbal and written instructions; be detail oriented; demonstrate excellent verbal and written communication skills; work efficiently and effectively under deadlines; plan and coordinate various and complex projects; operate standard and modern office equipment including personal computers, Microsoft Office Suite, and automated database systems.

### WORKING CONDITIONS

Environment: The work environment characteristics described herein are representative of those an employee may encounter while performing the job duties and responsibilities 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.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the job duties and responsibilities 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 vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities include reading, distance, and computer usage.

### TRIBAL AND INDIAN PREFERENCE

FIGR 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, FIGR shall give preference in hiring in the following order of priority: (1) FIGR Tribal Citizen, (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 age, creed, gender, race, sexual orientation, gender expression, gender identity, national origin, color, religion, genetic information, marital status, pregnancy, disability, disabled veteran status, or military service.

### 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 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 and Alcohol Testing: All applicants must successfully pass a pre-employment drug and alcohol test prior to beginning employment. Employees may be subject to reasonable-suspicion drug and alcohol testing.

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

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**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 **Summer Youth Worker I** position description and have been provided a copy of the position description. I certify that I can perform the job duties and responsibilities of this position as outlined in this position description, with or without reasonable accommodation(s).

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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