



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>	\$32.21 - \$43.98 Per Hour
<b>Hours/week:</b>	40 Hours Per Week
<b>Classification:</b>	Non-exempt

<b>Reports to:</b>	Housing Program Manager
<b>Effective Date:</b>	January 2, 2018
<b>Revised Date:</b>	January 24, 2023
<b>Type:</b>	Full-time

#### 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 Housing Advocate is responsible for the coordination of supportive services to FIGR Citizens in order to meet their housing needs. The Housing Advocate assists in the development and administration of economic independence programs to address the needs of the Tribal Citizens and housing program participants. This position provides routine housing assistance to FIGR 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 programs to assist FIGR Citizens as needed.

#### SUPERVISORY RESPONSIBILITIES

"Not Applicable"

#### JOB DUTIES AND RESPONSIBILITIES

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

- Maintains case files which document progress, activities, and successes with participants of the housing program.
- Assists applicants with pathways to homeownership and identifying appropriate housing options.
- Supports communication between families, landlords, housing program staff and other related services.
- Informs participants of HUD and FIGR services available and coordinates appropriate referrals to internal and external community agencies.
- Provides case management services to families in housing related crisis situations.
- Supports curriculum development, preparation of materials, and presentation of educational seminars and workshops relating to housing programs
- Assists participants with budgeting and financial goal setting.
- Provides resources to clients on topics including, but not limited to, bankruptcy, collection, court judgment, credit education, credit reports, housing issues, consumer protection laws, student loans, and wage attachments.
- Explains credit report ratings and protection laws to program participants.

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- Performs routine audits to ensure compliance with the current regulations and FIGR policies.
- Performs other job duties as assigned.

### QUALIFICATIONS

Experience: Two years of direct experience in housing advocacy work, Human Services field, and Financial Management/Planning. One year of housing/real estate/property management, may be substituted for one year of direct service experience.

Education: Associate degree in the Social and Behavioral Sciences, Human Services, Public Administration, or a related field. NAHASDA Pathways Home Certification; must be obtained within the first year of hire.

Preference: Three years related work experience; Bachelor's Degree in Human Services and/or the Social and Behavior Science field, Financial Management/Planning or another relevant field.

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

Knowledge of: Diverse needs of Native American families including socio-economic issues relating to the Native American population; Native American values, customs, and traditions; HUD procurement and loan policies and regulations; TANF, community resources and other social service agencies; public housing administration, Indian housing programs, government contracting, accounting, and financial management; financial terminology, credit counseling methods, mortgage loan documentation and qualifying requirements;

Ability to: Understand and comply with laws and regulations governing Indian housing programs as well as associated financial reports and legal documents; learn and apply pertinent laws, rules and regulations relating to the provision of a variety of housing and community services programs to interpret, explain and apply them; communicate clearly and concisely, orally and in writing, and by telephone; give instructions, respond to questions and provide referrals to appropriate social service agencies; coordinate several projects/processes at a time; establish and maintain a variety of records, reports and files; maintain and reconcile financial transaction records, work within time constraints and meet deadlines; interact tactfully and effectively with program participants; type adequately to perform duties of the position; establish and maintain cooperative working relationships with co-workers, and Tribal Citizens.

### 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 25 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.

# HOUSING ADVOCATE

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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 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.

**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 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)*

\_\_\_\_\_  
*Employee (signature)*

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

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

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

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