



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

Job Title: Housing Advocate	Department: Housing
Classification: Non-exempt	Work Hours: Monday-Friday, 8:00am to 5:00pm
Pay Range: \$32.21 - \$43.98 per hour	Location: Rohnert Park, CA
Reports to: Housing Program Manager	Type: Full-time
APPLICATION CLOSING DATE: Open until filled	

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. Please see Position Description on our [website](#) for full job details.

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.

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, Healthcare FSA, Dependent Care FSA, and meal card. Voluntary supplemental insurance offered through AFLAC.

Background and Pre-employment testing:

Must successfully clear pre-employment testing, including, but not limited to a criminal background check, fingerprinting, and drug and alcohol screening. In addition, applicants must successfully pass a pre-employment COVID-19 test prior to beginning employment.

Must possess valid driver license and be insurable through the Tribe's policy.

To Apply: Submit a cover letter, resume and [Tribal Employment Application](#) detailing your education and experience related to the position advertised. Applications can be submitted to: Jobs@gratonrancheria.com or to the mailing address below:

Federated Indians of Graton Rancheria
Attention: Human Resources
6400 Redwood Drive, Suite 300
Rohnert Park, CA 94928

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.