



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

YOUTH WORKER II

Job Description

Department:	Social Services
Pay Range:	\$21.52 to \$28.38 per hour
Hours/week:	Up to 30 hours (varies)
Classification:	Non-exempt

Reports to:	Social Services Director
Effective Date:	January 25, 2010
Revised Date:	September 26, 2023
Type:	Part-time

MISSION STATEMENT

The Federated Indians of Graton Rancheria 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 our Tribe; to establish justice in the conduct of tribal affairs; to work for the social and economic betterment of all the Tribal Citizens; and to foster the value of education.

PURPOSE OF POSITION

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. The Youth Worker II will provide direct service to youth and at-risk youth participants with an additional responsibility to assist program coordinators with the planning of programs and services. The Youth Worker II will be passionate about youth development, possess special skills or interests such as artistic and/or athletic abilities, math comprehension, and have experience working with children of all ages. The Youth Worker II will assist in the implementation of all department programs and services and collaborate with other community-based programs.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Assists in the planning and implementation of all programs and services to meet TANF and FIGR missions and goals.
- Provides oversight of the safety and well-being of youth.
- Provides 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.
- Assists with making calls to parents, mailings, copying documents, ensuring confidentiality of participant information, and other administrative duties.
- Actively participates in daily and weekly communication with co-workers, supervisors, participant's guardians, and community members.
- Consistently ensures the safety of participants, and maintains a safe, and clean environment.
- Follows policies and uses common sense to ensure proper use and maintenance of the facility, equipment, and the environment.
- Communicates project, service, and client updates to supervisor and support staff, and clearly communicates any information and updates to families on a regular basis and in a timely manner.
- Assists in all department programs and services as needed.
- Works overnight camps.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Not applicable.

MINIMUM MANDATORY QUALIFICATIONS

- Experience:**
- Four years progressive field experience working with youth or at-risk youth, OR equivalent combination of education and formal work.
- Education:**
- Bachelor's degree in child development (or related field) or currently working towards a bachelor's degree in child development or related field.

PREFERRED QUALIFICATIONS

- CPR and First Aid Certifications.

SKILLS, ABILITIES, AND OTHER QUALIFICATIONS

- Ability to plan and coordinate various and complex projects.
- Ability to work efficiently and effectively when in high-pressure situations and under deadlines.
- Ability to read, understand, and follow complex rules, regulations, policies, and directives.
- Ability to master and effectively use the database and software systems used at FIGR.
- Ability to understand and follow verbal and written instructions.
- Ability to work effectively with people from diverse cultures, ethnic and socio-economic backgrounds.
- Ability to establish and maintain strong interpersonal relationships with employees at all levels throughout the organization.
- Ability to comply with the Tribe's policies and procedures.
- Ability to work with tribal budget stakeholders at all levels (e.g., Finance Department Staff, Program Managers, Department Managers/Directors, Tribal Council, etc.)
- Ability to learn specific operations of department or programs assigned.
- Ability to adhere to the highest level of professional ethical standards.
- Ability to perform administrative and office support duties.
- Ability to maintain strict confidentiality and exercise good judgment and discretion, particularly with regard to sensitive or confidential personnel or organizational matters.
- Ability to interact tactfully and effectively with program participants.
- Demonstrated group leadership skills, and clear understanding of group dynamics.
- Demonstrates sound judgment and problem-solving skills, including when there is no precedent to draw upon.
- Demonstrates strong cultural sensitivity and ability to work effectively within Native American tribal government environment.
- Demonstrated advanced knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.
- Demonstrated accuracy and thoroughness, with the ability to monitor work to ensure quality work.
- Knowledge of organizational planning and supervising activities based on the development needs of youth.
- Perform other duties as delegated and/or assigned by the department.

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 50 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:** The employee must also multi-task and interact with a wide 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, pursuant to its Indian Preference Statute, gives preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) 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 on the basis 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 is subject to a criminal history background check, a suitability background check. In addition, this position is subject to a background check to ensure compliance with Public Law 101-630, the Indian Child Protection and Family Violence Prevention Act.

- 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.

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 HIRED FOR THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.

ACKNOWLEDGEMENT

I have reviewed the content of the **Youth Worker II** Job Description and have been provided with a copy of the Job 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:

Printed name

Signature

Date