



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

TRIBAL YOUTH PROGRAMS SPECIALIST

Job Description

Department:	TANF
Pay Range:	\$38.79 - \$54.31

Reports to:	Director of Social Services
Classification:	Full-time/Non-exempt

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 Tribal Youth Programs Specialist designs and delivers direct services to school age Native American youth and Tribal communities. This includes, but is not limited to, academic case coordination, tutoring, college and career planning, theme-focused groups, youth mentorship, school advocacy, and outreach with local community organizations.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Coordinates with community-based agencies and key stakeholders to build awareness of the importance and value of family support and engagement as it relates to child development, education, and community-building efforts.
- Performs outreach and recruitment of youth and families into the programs.
- Facilitates tutoring activities and schedules afterschool enrichment programs.
- Assists with the development of camps, college tours, and other activities that meet the cultural, social, emotional, and educational goals of the program participants.
- Assists with college and career planning, school advocacy, and community outreach.
- Assists with summer camp development including program design and staff training.
- Maintains records to ensure quality and compliance of program objectives.
- Tracks, contributes, and formats progress reports, updates Rite Track project databases.
- Collects, analyzes, and reports program data.
- Develops plans, reports, and completes tasks accurately and within stated timelines.
- Performs other projects and duties, as assigned.

SUPERVISORY RESPONSIBILITIES

Not Applicable

MINIMUM MANDATORY QUALIFICATIONS

- Experience:**
- Three (3) to four (4) years of experience working in human services, social services, or education.
- Education:**
- Associate degree in Human or Social Services, Sociology, Psychology, Education, Native American Studies, or closely related field.

PREFERRED QUALIFICATIONS

- Bachelor's degree in Human or Social Services, Sociology, Psychology, Education, Native American Studies, or closely related field.

SKILLS, ABILITIES, AND OTHER QUALIFICATIONS

- Ability to work independently within established policies, procedures, and schedules.
- Ability to develop and complete reports in a timely manner.
- 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 maintain strict confidentiality and exercise discretion, particularly regarding sensitive or confidential personnel or organizational matters.
- Ability to exercise sound judgement and possess problem-solving skills involving concrete variables in standardized situations and the ability to make decisions that are varied, and, in many cases, there is no precedent to draw upon.
- Ability to master and effectively use the database and software systems used at FIGR.
- Ability to establish and maintain strong interpersonal relationships with employees at all levels throughout an organization
- Ability to adhere to the highest level of professional ethical standards.
- Demonstrate excellent verbal and written communication skills.
- Demonstrate accuracy and thoroughness, with the ability to monitor work to ensure quality.
- Demonstrate record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.
- Demonstrate strong cultural awareness and sensitivity and ability to work effectively within a Native American tribal government environment.
- Knowledge of diverse needs of Native American families including socio-economic issues relating to the Native American population; general sociological, economic, and environmental conditions contributing to juvenile delinquency.
- Knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.
- Knowledge of responsibilities of a Mandated Reporter such as submittal and communication regarding CPS reports.
- Knowledge of TANF and other programs and community resources that provide services to Tribal Citizens.
- Successful clearance of all pre-employment testing, background, and credit checks.
- Performs other duties as assigned.

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.

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, and maybe subject to a Fair Credit Reporting Act (FCRA) 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 **Tribal Youth Programs Specialist** Job Description and have been provided 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