



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

Job Title: TANF Program Manager	Department: TANF
Classification: Exempt	Hours/week: 40
Pay Range: \$118,220 - \$165,508	Location: Rohnert Park, CA
Reports to: Director of Social Services	Type: Full-time

Application Closing Date: Thursday, November 7, 2024, at 5:00 p.m.

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 TANF Program Manager will be responsible for the oversight of all day-to-day operations of the TANF Program, including but not limited to, developing, working, and meeting long and short-term goals, and objectives. The TANF Program Manager will utilize their understanding and knowledge of TANF practices, principles, policies, regulations, and requirements to manage the operational activities of this program. This position may be required to carry a caseload for any one of the TANF programs.

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

Qualifications

Experience:

- Four years' direct management experience in Social Work or closely related field and
- Four years' direct work experience in Social Work, Human Services, Native American Studies, Social Sciences, or closely related field (with education requirement listed below) OR
- Eight (8) years' direct experience in TANF Services, Social Work, Human Services, Social Sciences, or closely related field. (Equivalent combination of work experience and education may be considered)

Education:

- Bachelor's degree in Social Work, Human Services, Native American Studies, Social Sciences, or closely related field of study

Preferred Qualifications:

- Master's degree in Social Work, Human Services, Native American Studies, Social Sciences, or closely related field of study.

Driving: All employees must maintain a current and valid driver's license and must be insurable under the Tribe's policy.

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.

Benefits:

FIGR offers a healthy, engaging work environment with a competitive benefit package that includes, medical, dental, vision, and 401K Plan, paid holidays, PTO, Life insurance, Long-Term Disability Insurance, Healthcare FSA, Dependent Care FSA, and meal card. Voluntary supplemental insurance offered through AFLAC.

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: [the Federated Indians of Graton Rancheria Career Portal](#), 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.