



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

## ELDER ADVOCATE

### *Job Description*

<b>Department:</b>	Elders Program	<b>Reports to:</b>	Deputy Executive Director of Tribal Administration
<b>Pay Range:</b>	\$88,819.00 - \$124,347.00	<b>Classification:</b>	Full-time/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 the 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.*

#### POSITION PURPOSE

The Elder Advocate establishes and maintains positive relationships with FIGR Elders, and other community providers to facilitate linkages to eldercare services to improve the elder's quality of life and to assist in maintaining their independence.

#### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Provides case management services to Tribal Elders, including intake assessment, benefit assessment, goal setting, long-term care plan development, weekly care plan development, emergency planning, and progress monitoring.
- Communicates, recruits for and implements the Elders Support GWB program.
- Submits, tracks and communicates payments to or on the behalf of Elders are made timely and accurately through the Microix payment system.
- Identifies program access and services for elders through assessments and motivational interviewing.
- Establishes regular consultations via phone conversations, meeting software, office visits, and/or home visits.
- Administers regular home visits to monitor the status of Elders living at home, in assisted living, and long-term care facilities.
- Develops case notes, reports, service data, referral histories, and assessments for each assigned elder.
- Advocates for independent living in a safe environment that enhances and improves quality of life, by working with the Age in Place program ensuring that the needs and goals of the Elder are reflected in the coordinated efforts between Elder Services and FIGR Housing.
- Coordinates and participates in physical capacity assessments to determine level of need.
- Assists Elders with their Activities of Daily Living (ADLs).
- Arranges in-home care services, home visits, shopping, regular transportation, respite care, and other services as necessary.
- Reports incidents of suspected elder abuse and/or neglect according to State law; maintains Elder Abuse Reporting guidelines and provides copies of reports to department manager and/or designee.
- Promotes the purpose, benefits, goals, and details of the Elders Program to Tribal Citizens, Elders, family members, staff members, and members of the public.
- Guides the Elder, their family and caregivers with identifying and coping with social and emotional issues surrounding an Elder's transition into another stage of life or care.
- Performs other duties as assigned.

#### SUPERVISORY RESPONSIBILITIES

None

#### MINIMUM MANDATORY QUALIFICATIONS

- Experience:** A combination of experience and education may be acceptable.
- Three (3) years of work experience in Elder Care, Social Services, Social Work, Gerontology, or closely related field.

**Education:**

- Associate degree in Social Services, Human Services, Sociology, or related field or
- High School diploma or equivalent GED with six years direct experience in Elder Care, Social Services, Social Work, Gerontology, or closely related field.

**License/Certification:**

- Must possess a valid driver's license and be insurable under the Tribe's policy.

**PREFERRED QUALIFICATIONS**

- Prior experience with Tribal Elders.
- Five (5) years of experience in a related field.
- Bachelor's degree in Social Sciences, Gerontology, Psychology, Human Services, or related field.

**SKILLS, ABILITIES, AND OTHER QUALIFICATIONS**

- Ability to work independently within established policies, procedures, and schedules
- Ability to exercise sound judgement and possess problem-solving skills involving variables in standardized situations and the ability to make decisions that are varied, and, in many cases, when there is no precedent to draw upon.
- Ability to maintain strict confidentiality and exercise discretion, particularly regarding sensitive or confidential personnel or organizational matters.
- Ability to work efficiently and effectively when in high-pressure situations and under deadlines.
- Ability to master and effectively use the database and software systems used at FIGR.
- Ability to adhere to the highest level of professional ethical standards.
- Demonstrate advanced analytical, organizational, and problem-solving skills.
- Demonstrate excellent verbal and written communication skills.
- Demonstrate accuracy and thoroughness, with the ability to monitor own 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 sensitivity and ability to work effectively within a Native American tribal government environment.
- Knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.
- Successful clearance of all pre-employment testing, background, and credit checks.
- Ability to perform 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. Early morning, evening, and/or weekend work may be required. 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*****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 may be 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 IN THIS JOB DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES HIRED FOR 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 **Elder Advocate** job description and have been provided with a copy of the job description. I certify that I can 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*