



6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928 • 707-566-2288 • [www.gratonrancheria.com](http://www.gratonrancheria.com)

## SUMMER YOUTH WORKER I

### *Job Description*

<b>Department:</b>	TANF	<b>Reports to:</b>	TANF Program Manager
<b>Pay Range:</b>	\$26.40 - \$31.50	<b>Classification:</b>	Seasonal/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.*

#### **PURPOSE OF POSITION**

The Federated Indians of Graton Rancheria's Tribal TANF Program of Sonoma and Marin Counties serves Native American families that are in need with temporary cash assistance and supportive services. Under the direct supervision of the TANF Program Manager, the Summer Youth Worker I provides direct services and activities, such as art, athletics, math, academic studies, to at-risk youth participants based on the mission and goals of the TANF Program and the Tribe's mission to help support all Native American families and youth.

#### **ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES**

- Assists in the implementation of all programs and services to meet TANF and FIGR missions and goals.
- 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 in department administrative duties (i.e., phone calls to parents, making copies, mailings, etc.).
- 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, clean environment.
- Follows policies and uses good judgement to ensure proper use and maintenance of the facility, the equipment, and the environment.
- Communicates project, service, and client updates to supervisor and support staff, and communicates with families on updates.
- Assists in all department programs and services as needed.
- Works overnight camps.
- Performs other duties as required.

#### **SUPERVISORY RESPONSIBILITIES**

None

#### **MINIMUM MANDATORY QUALIFICATIONS**

**Experience:** • Relevant experience working with youth and at-risk youth preferred.

**Education:** • High School Diploma or equivalent (GED).

**License/Certification:** • Must possess a valid driver's license and be insurable under the Tribe's policy.

## PREFERRED QUALIFICATIONS

- CPR and First Aid Certifications.

## SKILLS, ABILITIES, AND OTHER QUALIFICATIONS

- Ability to work independently within established policies, procedures, and schedules.
- 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.
- Ability to work with tribal budget stakeholders at all levels (e.g., Finance Department Staff, Program Managers, Department Managers/Directors, Tribal Council, etc.)
- Demonstrate problem solving and decision-making skills.
- 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 the diverse needs of Native American youth and families and the socio-economic issues relating to a diverse Native American population.
- Knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.
- Successful clearance of all pre-employment testing, background, and credit checks.
- 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. Overnight travel will be required.

## 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 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.

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**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 JOB DESCRIPTION HAS BEEN DESIGNED TO INDICATE 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 **Summer Youth Worker I** 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 accommodation required to perform these functions:

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*Printed name*

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*Signature*

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*Date*

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