



# SCOTTS VALLEY TRIBAL TANF



<b>JOB TITLE:</b>	<b>Family Advocate</b>
<b>SUPERVISOR:</b>	<b>Family Advocate Manager</b>
<b>FLSA STATUS:</b>	<b>Grade 6 Non-Exempt Position</b>
<b>LOCATION:</b>	<b>Lakeport, Ca.</b>

**SUMMARY:** The Family Advocate position will have primary responsibility for serving needy Native American Families in Lake, Mendocino and Sonoma Counties with temporary cash assistance and supportive services. The Family Advocate will assist families with job preparation, work related assistance, education, identifying barriers and encouraging cultural awareness.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Client intake, evaluation, planning, monitoring and follow-up.
- Coordinate, oversee and evaluate daily direct services, operations, and supportive services activities.
- Elicit factual information from the prospective of current clients who may be suffering from various serious life barriers.
- Read, understand and follow complex rules, regulations, policies and memos.
- Identify and evaluate needs and barriers to employment.
- Evaluate and when necessary develop a Family Success Plan or recommend changes to the client's current plan.
- Demonstrate accuracy and thoroughness, pay attention to detail and follow all established policies and procedure.
- Prioritize and plan effective work activities and include the appropriate people in the decision making process.
- Communicate effectively, both verbally and in writing.
- Establish and maintain cooperative working relationship with employers, outside service providers, Scotts Valley Tribal TANF (SVTT) staff, Tribal community and SVTT clientele.
- Effectively represent the Tribe's programs in contacts with the public, community organizations, and other government agencies.
- Maintain and secure confidential information and documentation.

**SUPERVISORY RESPONSIBILITIES:** None

**OTHER RESPONSIBILITIES:** Other duties that may be delegated from time to time.

**QUALIFICATION REQUIREMENTS:** The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of tribal, federal and state regulations that apply to the Temporary Assistance for Needy Families (TANF) program operations.
- Awareness of current Native American issues with regard to employment, training, welfare referral and social services.
- Knowledge of Native American values and culture in relation to self-sufficiency and welfare dependence.
- Knowledge of modern office practices, methods, procedures and use of Microsoft Office Software.
- Must be able to prioritize and handle multiple tasks.
- Competence with Microsoft Windows and MS Office Suite preferred word processing and spreadsheet software is essential.
- Adapts easily to changes in the work place and unexpected events that may require immediate action or delay.
- Knowledgeable and Proficient in industry standard Handel software system.

**EDUCATION AND/OR EXPERIENCE:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Bachelor's Degree from an accredited University in Education, Administration, Social Work or related field preferred with a minimum of one (1) year experience in project and activity coordination, counseling, education, or coordinating employment and job search activities. One (1) year experience working in a Native American community preferred.

**OR**

Associate degree in Education, Administration, Business, Psychology, Social Services, Human Services, or related field with three (3) years' experience working in project and activity coordination, counseling, education, or coordinating employment and job search activities. One (1) year experience working in a Native American community preferred.

**OR**

High School Diploma and five (5) years of work experience in project and activity coordination, counseling, education, or coordinating employment and job search activities. One (1) year experience working in a Native American community preferred.

Requires availability to travel for meetings, conferences and training activities.

**LANGUAGE SKILLS:** Requires an individual with demonstrated verbal and written communication skills, and supervisory skills.

**REASONING ABILITY:** Requires ability to organize and manage workflow and ability to establish and maintain effective working relationships with employees, other agencies and the public.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must have a valid California driver's license;
- Must have a successful background and drug test clearances.
- Indian preference will apply to those who are qualified.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit for extended periods and frequently stand and walk.
- Must have normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range and the ability to verbally communicate.
- Must be able to use office equipment, including computers, telephones, calculators, copiers and facsimile machine.
- Must be able to lift and/or move up to 25 pounds and occasionally lift and/or move more than 25 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires availability to travel for meetings, conferences and training activities;
- Requires an individual who can access the workplace via a single flight of stairs and adhere to smoke-free workplace policies.

**DRUG FREE WORKPLACE:** SVTT will not allow or condone drug or other substance abuse in the workplace. SVTT insists on a workplace free from alcohol, prescribed or other drug abuse and their effects.

Employees must disclose to the Executive Director the use of any prescription drugs along with the stated potential side effects of taking those drugs. It shall be the sole discretion of the SVTT whether an employee can use prescribed drugs and still effectively and safely work in the SVTT offices or other Tribal employment areas.

SVTT's drug free workplace substance abuse policies are based on Federal law and more particularly the Federal Controlled Substance Act, which among other things defines marijuana as an illegal drug whether it is used for medical purposes or not. State of California laws related to medical marijuana use do not apply for those working in any of the Tribe's offices. Being in possession of a Medical Marijuana Certification does not excuse SVTT employees from the strict Federal and Tribal policies on marijuana use.

**AT-WILL EMPLOYMENT:** SVTT employment policy is at will. Under the at-will policy, neither the employee nor the SVTT is committed to continuing the employment relationship for any specific term. Rather, the employment relationship will continue at-will. Either side may terminate the relationship at any time, with or without cause and with or without notice. SVTT also retains the right to demote an employee, transfer an employee, change employee job duties, and change employee compensation at any time with or without notice and with or without cause in its sole discretion. In deciding to work for the SVTT, or continue to work for the SVTT, you must understand and accept these terms of employment.

**SVTT complies with the Indian Preference Act.**

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I have read and understand the requirements of the job description outlined above and agree with those conditions.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_