**Scotts Valley Band of Pomo Indians**

**Job Description**

**Job Title: Family Wellness Advocate**

**Department: Indian Health Services**

**Supervisor: Tribal Administrator**

**FSLA Status: Non Exempt Full-Time**

**Salary: G5/S1 – G5/S2 DOE**

**SUMMARY:**

Under the direction of the Tribal Administrator, the Family Wellness Advocate is responsible for performing supportive services for the Scotts Valley Band of Pomo Indians Tribal Members. These are outlined below under the “Essential Duties and Responsibilities” section.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Continuous collaboration with cases, events, and crisis
* Provide health education verbally and with written materials
* Assist members with legal proceedings or administrative reviews
* Transport members to appropriate appointments
* Organizing and scheduling appointments/meetings
* Assisting in organizing office activities, events, facilitating groups
* Photocopying, scanning and faxing documents
* Familiarized with Microsoft Suite (Word, PowerPoint, Outlook, Excel, TEAMS)
* Processing written documents and correspondence
* Maintaining a high degree of confidentiality
* Time management skills and the ability to prioritize work
* Communication skills - verbal and written
* Other developmental duties as assigned (working nights and weekends as needed)

**OTHER RESPONSIBILITIES:**

* Other duties that may be delegated from time to time.

**QUALIFICATION REQUIREMENTS:**

The successful candidate must possess:

* Clear and concise verbal and written skills.
* Knowledge of relevant software applications including MS Office
* Ability to work effectively, either independently or cooperatively with others
* Ability to maintain confidentiality
* Intercultural sensitivity
* Strong interpersonal skills
* Basic knowledge of Social Work theory
* Must be able to use all forms of office equipment including computers, telephones, calculators, copiers, and a FAX machine.
* An understanding of historical trauma as it relates to Native Americans.

In addition, qualified applicants shall have as a minimum

* A high school diploma, or equivalent - college degree preferred
* A successful background check, including drug, alcohol and criminal history clearances
* A valid class “C” California Driver’s License
* AOD Certification is desirable

**PHYSICAL REQUIREMENTS:**

* 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 with frequent standing and walking.
* 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 lift 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 the availability to travel for meetings, conferences, and training activities.

Work is performed in an office setting, field work outside the office, and continuous contact with staff, the public and Tribal members.

Requires individuals who can adhere to a drug-free and smoke-free workplace.

**DRUG FREE WORKPLACE:**

Scotts Valley Band of Pomo Indians (SVBPI) will not allow or condone drug or other substance abuse in the workplace. SVBPI insist on a workplace free from alcohol, prescribed or other drug abuse and their effects.

Employees must disclose to the Tribal Administrator 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 SVBPI whether the employee can use prescribed drugs and still effectively and safely work in the SVBPI offices or other Tribal employment areas.

SVBPI 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 SVBPI employees from the strict Federal and Tribal policies on marijuana use.

**AT-WILL EMPLOYMENT:** The Scotts Valley Band of Pomo Indians (“Scotts Valley”) employment policy is at will. Under the at-will policy, neither the employee nor the Scotts Valley Tribal Council 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. The Scotts Valley Tribal Council also retains the right to demote, transfer, 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 Scotts Valley, or continue to work for the Scotts Valley, you must understand and accept these terms of employment.

## Scotts Valley complies with the Indian Preference Act.

I have read and understand the requirements and job descriptions outlined above and agree to those conditions.

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| Printed Name |  | Printed Name and Job Title (Witness) |
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| Signature Date |  | Signature Date |