

YUOK TRIBE-JOB DESCRIPTION
Client Services Department TANF Family Advocate

Job Title:	TANF Family Advocate	Pay Grade	6/7
Department	Client Services Department	Location	Klamath/Tulley Creek /Eureka
Reports To:	TANF Family Advocate Coordinator	FLSA Status	Non-Exempt
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE			
Salary Range	\$20.67-\$26.97/\$22.70-\$29.62		

POSITION SUMMARY:

The TANF Family Advocate provides services that empower the family while assisting in removing barriers to self-sufficiency and to engage families in activities that promote healthy and stable community members. This position assists in the provision of social service assistance to children and families. This position shall maintain a friendly, congenial disposition at all times and will provide strength-based case management. This position will act as a team member and actively collaborate with others. Strict confidentiality is required of the incumbent in this position.

DUTIES AND RESPONSIBILITIES:

1. Utilize active efforts in all aspects to serve families of Yurok Tribal TANF Program.
2. Ensures intake packets with individuals applying for TANF are complete. This includes assisting client gather all necessary forms and documents to ensure that the application is complete for final approval.
3. Conduct home visits initially and as needed for TANF client or attend group meetings to provide information on agency services, requirements and procedures. Assist in facilitation and coordination of family meetings.
4. Assess the need for referrals for individuals with physical and mental disabilities, child abuse, health issues substance abuse and mental health issues.
5. Provide Family Empowerment Plan (FEP) and monthly review of progress to help participants and their families successfully achieve their goals, eradicate barriers to self-sufficiency.
6. Update FEPs consistently using strength-based practices and identify needs of the family and capacity for improvement and review and revise progress of case plans based on personal observations and data collection.
7. Process monthly financial assistance, determine income eligibility, and enter required data for monthly cash aid and supportive services.
8. Facilitate scheduling of well child checks, dental exams, and mental health appointments as necessary, including transportation. Assist parents in family crisis with childcare resources and home management.
9. Participate in collaboration with other tribal programs interviewing individuals and family to compile information on social, educational, criminal, and institutional and drug history.
10. Professional interaction with tribal clients, personnel, partnering agencies and other departments.
11. Act as an advocate for program participants in interactions with other service entities.
12. Other duties as assigned.

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SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

MINIMUM QUALIFICATIONS:

1. Prefer applicant to-have excellent computer skills that include: Competence in Microsoft programs such as outlook, excel, word, etc.
2. Knowledge of English, grammar, spelling, punctuation, and a variety of letter and report formats in order to prepare correspondence and reports.
3. Possess a positive demeanor.
4. Ability to use initiative and independent judgment within established guidelines and procedures and reference policies and procedures as needed.
5. Ability to organize own work, set priorities and meet critical time deadlines.
6. Ability to communicate effectively with co-workers, superiors, the general public, representative of public and private organizations and others sufficient to exchange or convey information including teaching and/or public presentations.
7. Knowledge of prevention and intervention programs.
8. Ability to work with all phases of community in confidential, non-judgmental manner.
9. Energetic, forward thinking and creative with high ethical standards and an appropriate professional image.
10. Knowledge and understanding of local Tribal communities including cultural values and beliefs, history, family systems and community.

EDUCATION/EXPERIENCE:

Grade 6: Three (3) years above high school and two (2) years of general experience or one (1) year of specialized experience equivalent to at least the next lower grade level. Or an Associate degree in Behavioral Science, Social Science or closely related field and three years of specialized human services related experience or five years' experience providing assistance comparable to the Caseworker position.

Grade 7: A bachelor's degree in a Behavior Science, Social Science or closely related field or one (1) year of specialized experience equivalent to the next lower grade level.

Note: Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol-Free Work Place Policy including pre-employment screening.
2. All applicants will acknowledge and abide by all Yurok Tribe personnel and other policies and procedures.

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3. Be able to follow and sign professional code of ethics and conduct.
4. Must be able to sign and follow the Yurok Social Services Values/Ethics/Staff Expectations.
5. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
6. Must pass a comprehensive background check.
7. Valid California Driver's license and insurability under the Motor Vehicle Policy during term of employment.
8. Must possess ability to maintain strict confidentiality of records and information pertinent to the nature of the work. Violations of this major requirement may result in immediate termination of employment.
9. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act Public Law 101-630; 25 code of federal regulations part 63- Indian Child Protection and Family Violence Prevention; Crime Control Act of 1990, Employee Background Checks; and Executive Order 12968, Adjudicative Guidelines.
10. **LANGUAGE SKILLS:** Must have the ability to read and comprehend simple instructions, short correspondence, and memos, also to write simple correspondence. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
11. **REASONING ABILITY:** Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
12. **PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 30 pounds.
13. **VISION REQUIREMENTS:**
 - Close vision (clear vision at 20 inches or less).
 - Color vision (ability to identify and distinguish colors).
 - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
 - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

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Employee Signature

Date

Employee #

Supervisor Signature

Date