

YUROK TRIBE-JOB DESCRIPTION
Client Services Department – TANF Family Advocate

Job Title:	Family Advocate				
Job Grade	6/7	FLSA Status:	Non-Exempt	Location:	Yurok Tribal Service area
Department:	Client Services		Division:	NER-GERY 'Oohl', Helping Yurok People - Health & Human Services	
Reports To:	TANF Manager				
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE					
Salary Range:	\$20.67-26.97/\$22.70-29.62				

POSITION SUMMARY:

The Family Advocate provides services that empower the family while assisting in removing barriers to employment and to engage families in activities that promote healthy and stable community members. This position shall maintain a friendly, congenial disposition at all times and will provide strength-based case management. Strict confidentiality is required of the incumbent in this position.

DUTIES AND RESPONSIBILITIES:

1. Provide Family Empowerment Plan and monthly review of progress to help participants and their families successfully achieve their goals, eradicate barriers to self-sufficiency, and update plans consistently using strength-based practices.
2. Process monthly financial assistance, determine income eligibility, and enter required data for monthly cash aid and supportive services Provide positive and open communication by providing written notification of eligibility of services
3. Document all contact with program participants
4. Provide transparent services and open communication in explaining program regulations, rules, and policies to program participants and keep participants informed of their rights, responsibilities, and eligibility for participation
5. Assist client with forms and ensure accuracy and completion of all requests for services
6. Maintain strict confidentiality at all times.
7. Conduct professional behavior and communication with participants and co-workers
8. Participate in annual training in mandated reporting, confidentiality, or other identified training
9. Assess clients' needs for services and provide help to find resources through state, local, federal, and tribal resources.
10. Communicate with and assess the needs referrals for individuals with physical and mental disabilities, health issues substance abuse and mental health issues.
11. Coordinate service delivery systems (e.g., transportation, housing, medical, etc.) for the benefit of the client.
12. Act as an advocate for program participants. in interactions with other service entities.
13. Assist with facilitating community events, programs, and activities offered by the TANF or CSD programs.
14. Maintain program files, electronic filing, and data entry.
15. Other related duties as required.

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SUPERVISORY RESPONSIBILITIES:

Minimal to no supervisory functions for this position.

MINIMUM QUALIFICATIONS:

- Knowledge of strength-based case management
- The ability to work as part of a strength-based team.
- Ethical judgment in decision making.
- Intermediate skill and knowledge of computer terminology and the ability to navigate through computer screens and complete and review basic computer documents and other forms.
- Knowledge of English, grammar, spelling, punctuation, and a variety of letter and report formats in order to prepare correspondence and reports.
- Demonstrated skills in crisis intervention, providing counseling referrals to clients, and providing training in self-help skills, typically gained by working at least one year in a social services or employment environment.
- Flexible work schedule is required, to include evening and possible weekend hours as needed to provide services, training and presentations to families as well as other community events.
- Ability to calculate figures and amounts to perform eligibility determinations such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

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.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol-Free Work Place Policy including pre-employment screening.
2. Must sign and follow the Yurok Social Services Values/Ethics/Staff Expectations.
3. All applicants will acknowledge and abide by all Yurok Tribe personnel and other policies and procedures.
4. The work environment characteristics described here are representative of those an

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employee encounters while performing the essential functions of this job.

5. Must pass a comprehensive background check.
6. Valid California Driver’s license and insurability under the Motor Vehicle Policy during term of employment.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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 20 to 50 pounds.
12. 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.

Employee Signature

Date

Employee #

Supervisor Signature

Date