



# Yurok Tribe

## Job Description

<b>JOB TITLE:</b>	TANF Family Advocate		
<b>JOB GRADE:</b>	6/7	<b>REPORTS TO:</b>	TANF Family Advocate Coordinator
<b>STATUS:</b>	Non-Exempt	<b>LOCATION:</b>	All Areas
<b>DEPARTMENT:</b>	Client Services	<b>DIVISION:</b>	Health and Human Services
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>			
<b>SALARY RANGE:</b>	\$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 clients 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. Performs other related duties as assigned.

### **EDUCATION/EXPERIENCE:**

1. 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.

2. Grade 7: A bachelor's degree in a Behavior Science, Social Science, or closely related field or one
3. (1) year of specialized experience equivalent to the next lower grade level.
4. Candidates with equivalent combinations of education, training and experience will be considered.

**SUPERVISORY RESPONSIBILITIES:**

This position has no direct 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 your 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.
11. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.
12. Valid State issued driver's license and/or the ability to obtain a California driver's license. Must be insurable on the Tribe's insurance policy.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.
4. 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.

**LANGUAGE SKILLS:**

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Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

### **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.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

### **VISION REQUIREMENTS:**

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. 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 and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date