



Tribal TANF

Job Description

Family Advocate II

Reports To: Family Advocate III

Supervises: N/A

Salary Grade: DOE

FLSA Classification: Hourly

POSITION SUMMARY:

Under the direct supervision of the Family Advocate III and the indirect supervision of the Executive Director, the Family Advocate I/II will provide direct client services to all participants in the Tribal TANF (Temporary Assistance for Needy Families) Program, including eligibility determination, continuous case management and helping clients gain access to all services allowable under Federal and State regulations supporting employment and becoming self-sufficient.

The Family Advocate I/II applies the principles, knowledge, and practice of professional social work to provide culturally relevant social diagnosis, treatment, research, consultation, and preventive social service programs for individuals and families.

ESSENTIAL JOB FUNCTIONS:

1. Use social case work, therapy techniques, administration, community organization, consultation, teaching, research, planning, health education and welfare services to assist eligible clients.
2. Conduct and participate in research appropriate to professional training and expertise. Develop and maintain an active information program designed to apprise the community of their social need and the resources available to assist with these problems.
3. Understand and be proficient in Federal Tribal TANF program regulations, the SSTT Program Plan and the SSTT Policies and Procedures.
4. Conduct initial client intake interviews and update case information as changes occur for eligibility requirements. Maintain communication with clients regarding determination status.
5. Determine case family eligibility, including gathering required verification pertaining to income, resources, expenses, etc.

6. Develop and update individual client Family Self-Sufficiency Plans to assess and evaluate employability of clients, taking into consideration work history, skills, strengths, education and training, interests and current barriers.
7. Maintain required documentation of client services and daily program activities by entering case management data into the software system and maintaining both electronic & hardcopy files.
8. Cross train with other Tribal TANF team positions.
9. Communicate regularly with clients through in-person meetings (both at the office and client homes), telephone, email and standard mail.
10. Maintain ongoing case family assessments, employment plans, job and resource referrals, progress monitoring, supportive services requirements, problem solving, job or other work activity monitoring and support/encouragement.
11. Assists clients in accessing resources.
12. Participate in case consultations with clients and other organizations to determine the best needs and services for the client.
13. Determine when assessment tools are needed; administer or recommend appropriate assessments and referrals.
14. Provide information to clients, community organizations and the general public about the Tribal TANF Program.
15. Perform other job duties as assigned.

QUALIFICATIONS:

1. Ability to:
 - a) Work independently with minimal supervision.
 - b) Organize work and time; establish priorities; work under pressure and meet deadlines.
 - c) Work well with Native Americans and an understanding of social and cultural needs of the native community.
 - d) Comprehend, interpret and apply program policies, procedures, guidelines and instructions through formal and on-the-job training.
 - e) Learn and apply interviewing and investigative techniques.
 - f) Communicate effectively in both verbal and written forms of communication, including writing reports, business correspondence and procedure manuals.
 - g) Maintain composure and use diplomacy and tact when dealing with program participants.
 - h) Interpret and apply program rules, regulations, policies and procedures, while making initial and continuing eligibility determinations within strict time frames.
 - i) Analyze and accurately classify types of employment, income resources, expenses and other variables surrounding a household composition.
 - j) Effectively communicate program information and requirements to a wide variety of individuals, agency representatives, etc., and to establish and maintain cooperative working relationships.
2. Must have a current CA Driver's License and liability insurance.

POSITION LEVELS:

Family Advocate II: High School Diploma/GED/CHSPE or equivalent. Two years relevant work experience. Experience with Microsoft Word, Excel and Outlook. Must be able to work evenings, weekends and occasionally on short notice in response to crisis situations; demonstrated ability to work with people. Familiarity with Native culture and people. Twelve hours successful completion of qualifying college credits can substitute for one year work experience.

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 and 473). Applicants claiming Indian Preference must submit Indian verification, certified by Tribe of affiliation or other acceptable documentation of Indian heritage.

Must pass pre-employment drug test and background check.

WORK CONDITIONS:

Bending at the waist; sitting for extended periods of time; dexterity of hands and finger to operate a computer keyboard; hearing and speaking to exchange information; seeing to read reports and data; occasional lifting of 50lbs or more. Must be able to travel.

I acknowledge that I have received a copy, read, and understand this job description.

I also understand and agree that the information contained in this job description does not constitute an employment contract between Shingle Springs Band of Miwok Indians and me, and that either I or Shingle Springs Band of Miwok Indians may terminate our employment relationship at any time, with or without cause.

Employee Signature: _____ Date: _____

Employee Name (Print): _____