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## Family and Children Service's Advocate- Requisition# 2446

### Description

Under the direction of the Family and Children Service's Manager ("Manager"), this position will primarily be responsible to work directly under the Manager to advocate and provide an array of Indian child welfare related supportive services to protect the best interests of Native American children and their families ("clients"). Successful candidate must have the knowledge of Tribal and County court systems; relevant Tribal, Federal, State and County Indian child welfare laws and codes record-keeping techniques; telephone etiquette; correct English usage; grammar, spelling, punctuation, and vocabulary; conflict resolution practices; case management practices and software; network of child welfare resources. Must have the ability to apply cultural sensitivity to Native American programs; maintain confidentiality; interpret and apply standards pertaining to domestic violence, substance abuse, and child welfare; apply effective time management and meet critical timelines; communicate verbally and in writing, in a professional manner; follow directions and instructions effectively; apply and adhere to program standards, including related laws, codes, regulations, policies, and procedures; apply interpersonal skills using tact, patience, and courtesy; work client cases including dealing with complex individual and family situations; gather facts, analyze information, and draw sound conclusions; prepare clear, concise, and accurate records and reports; ensure a smooth and efficient office environment; operate a variety of office equipment, including a computer and software.

**EDUCATION AND EXPERIENCE REQUIREMENTS:** An equivalent combination of education and related work experience may be considered. Two (2) years of related work experience will be equal to 30 college credits and vice versa.

- Associates Degree in Behavior Science, Social Services or related field and two (2) years relevant work experience OR
- High school diploma or equivalency certificate and six (6) years relevant work experience

**CERTIFICATES, LICENSES, AND REGISTRATIONS:** To perform and to continue to be qualified for this position, the requirements listed below must be met at a time of hire or may be obtained within a specific amount of time depending on the position requirements. Costs for required certifications, licenses, and registration are to be covered by employee, unless offered by the Tribe.

- This position is required to drive and must maintain throughout employment a valid California Class C driver's license and insurability under the Tribe's vehicle insurance policy
- Requires regular contact with or control over Indian children and is therefore subject to the background investigative process to comply with P.L. 101-630
- Requires throughout employment maintaining a Mandated Reporting Certificate of Training

All positions require applicant be at least 18 years of age. Those selected for a position are subject to a background investigation, drug screening and possible participation in the DMV Pull Program. References will be checked.

### Employment Type

Full-time

### Base Salary

\$ 28.23

**This position is open until filled.**

To learn more detailed information about the position duties and requirements, please contact Human Resources Department at (760)541-5216

### Job Location

66-725 Martinez Road, 92274, Thermal

### Hiring organization

TMDCI

- Requires throughout employment maintaining a CPR/AED/First Aid Card or Certification