



INTERTRIBAL COURT OF SOUTHERN CALIFORNIA

49002 Golsh Road Valley Center, California 92082

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**POSITION ANNOUNCEMENT
FAMILY RESOURCE ADVOCATE**

Summary

The Intertribal Court of Southern California (ICSC) invites applications from qualified individuals interested in Family Resource Advocate (FRA) position. Under the supervision of the Director of Administration and Human Resources (DAHR) and working in coordination with the Grant Program Manager, the FRA will work with the ICSC through a variety of programs that are designed to prescribe wellness for our court participants and their families.

Duties

Duties may include, but are not limited to:

- Monitoring court participants within court ordered wellness plans
- Assist in completion of court ordered annual guardianship and conservatorship orders and forms
- Assist in completion of court ordered general forms
- Assist in completion of various court forms, which include prior to filings, intakes, fee waivers, and document requests.
- Provide intake members referrals to appropriate agencies or programs intended to assist them with court identified challenges
- Open, closeout and organize all intake files according to ICSC policies and procedures
- Maintain confidentiality on all intakes
- Observe court appearances pursuant to program and ICSC policies and procedures
- Participate in required and other available trainings, as directed
- Participate in development meetings for ICSC grant projects
- Assist in quarterly reporting for ICSC and granting agencies
- Assist in the development and revision of forms needed by the Court
- Participate in tabling events
- Participate in job related forums
- Provide supplemental services to ICSC Tribal Youth and Enhancement Court
 - Assist in development of Peer Decision Maker (PDM) training and policies and procedures;
 - Assist ICSC program staff in providing referrals and resources to youth, young adults and families; and
 - Work with ICSC program staff on various aspects of monitoring clients within Tribal Youth and Enhancement Court

Skills and Qualifications

- Knowledge of case management systems, both electronic and manual
- Ability to prepare clear, concise, and accurate documents
- Ability to maintain the confidential nature of court records and proceedings
- Ability to communicate effectively, both verbally and in writing
- Professional manner and appearance appropriate for a court setting
- Ability to provide effective customer service
- Ability to work independently and manage a high-volume workload
- Knowledge of modern office practices and equipment, including the use of computers with word processing and data spreadsheet software
- Ability to follow written and verbal instructions
- Ability to maintain effective in-house working relationships with other employees, judges, attorneys, and Tribal representatives
- Maintain professionalism when working with the public, outside agencies, Tribal organizations, and Tribal members
- A Bachelor's degree or higher from an accredited college or university in a closely related field (i.e., Social Work, Psychology, Criminal Justice, Child Development, or Human Services) to the position

Benefits

- Vacation Leave with pay (on accrual basis)
- Sick Leave with pay (on accrual basis)
- Holiday with pay
- 90% employer covered Medical, 100% Dental and Vision offered through group plans
- 401(k) contributions with 6% company match after 1 year of employment

Additional Information

- Compensation: \$26.00 per hour, depending on verified qualifications
- Hours: 40 hours per week (Monday through Friday 8:00 a.m. to 4:30 p.m.)
- Probationary period is 90 days from date of hire
- ICSC is located on the Rincon Indian Reservation in Valley Center, CA
- Indian preference: Native American preference will apply
- Applicant must comply with the ICSC Covid-19 Vaccination Policy
- This is a grant-funded position and subject to availability of funds
- Demonstrate willingness to travel (local travel using personal owned vehicle is occasionally required, out of state travel is infrequently required)

To apply, submit the required documents below to Maria Maciel at mmaciel@intertribalcourt.org. Only complete applications will be considered.

Required Documents

- Your resume must support the experience described in this announcement
- If claiming Indian Preference, submit a Tribal I.D., Certificate of Indian Blood or lineage verification from a federally-recognized Tribe
- Unofficial College Transcripts showing your degree awarded, and date conferred
- Copies of any certifications listed on your resume
- Cover Letter to resume: Cover letter providing your intent or employment and brief narrative of your qualifications or strengths for the position
- Copy of State Driver's License