



## Rincon Band of Luiseño Indians

### Contact Us:

One Government Center  
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

[www.rincon-nsn.gov](http://www.rincon-nsn.gov)



# JOB ANNOUNCEMENT

**Title:** Tribal Court Advocate & Social Services Coordinator

**Open Date:** 02/11/25

**Requisition Num.:** 010-2025

**Department:** Human Resources & Legal

**Closing Date:** Until Filled

**Classification:** Full-Time/ Exempt

**Salary:** Commensurate with Experience

**Location:** Valley Center, CA

**Opportunity:** This position is a dual role position offering services to both the Human Resources & Member Services Department and the Legal Department. A dual role is a position that combines responsibilities from two or more distinct job functions or skill sets. In a dual role, an incumbent is expected to perform tasks and fulfill duties traditionally belonging to different positions, often requiring a diverse skill set or a willingness to adapt to evolving job requirements.

This position under supervision of the Director of Human Resources & Attorney General will provide social services coordination involving the Tribal Government, Tribal Members and their families. This position will perform routine assignments involving individualized social services cases through specialized applications of casework methods and skills; provision of comprehensive casework services; server as a case facilitator, organize internal and external meetings, and perform related work as required.

The Tribal Court Advocate/Guardian ad litem (TCA-GAL) will coordinate with the Intertribal Court of Southern California (ICSC), and other courts and/or agencies for domestic violence, elder and child abuse, substance abuse, juvenile delinquency, and other matters that involve mandated intervention measures affecting Tribal Members and their families, as well as provide guidance to those individuals and families. Guidance provided by the TCA-GAL will include serving as a court facilitator, counselor, and/or Guardian ad litem for cases requiring specialized application of caseworker expertise and methods.

The incumbent must be energetic, forward thinking and practice from a trauma informed perspective with high ethical standards and an appropriate professional image. Ideal candidate for this position will have demonstrated success with intervention and wellness practices in indigenous communities. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of the Rincon Tribal Government. This position maintains a thorough working knowledge of and adheres to tribal policies, regulations and procedures.

## To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it into the Human Resources Department at the Government Center, or emailing it to [jobs@rincon-nsn.gov](mailto:jobs@rincon-nsn.gov).

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

**Applications which are not completely filled out will not be considered.**

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## Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

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## JOB RESPONSIBILITIES

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Partners with ICSC, and other tribal, federal, state, and county courts, local health organizations, and Rincon Tribal Government management team to coordinate Court-directed services for Tribal Members and their families for matters involving domestic violence, and elder, child, or substance abuse, juvenile delinquency, and other mandated intervention matters, including coordination with various social services programs in assisting Tribal Members.
- Assist Tribal Members and families with the enrollment of various intervention – including wellness or rehabilitation – services as needed or directed by the Court.
- Assist the HR Director in the Development and implementation of social services goals, objectives, policies and priorities as directed.
- As a Court-appointed guardian ad litem, act on behalf of minors or wards as the Court's aid or agent by enabling the Court to perform their duty of child/victim protection under tribal, federal, or state laws.
- Explain, justify, and defend the Tribe's programmatic policies and practices to governmental partners, organizations, and institutions.
- Negotiate and resolve sensitive and controversial Tribal TCA-GAL intervention and/or wellness services issues as directed by the Court.
- Maintain confidential service and court records.
- As needed, assist Tribal members and their families with preparing child/victim protective order or other forms and paperwork for submission to Court.
- Assess internal and external social services administrative and support systems, and internal reporting relationships; identify opportunities for improvement; recommend and implement changes as directed.
- Assist the HR Director with development and administration of the department annual budget; forecast of funds needed for social programs, communications, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate as necessary.
- Explain, justify and defend Tribal Government social services programs to internal/external customers.
- Negotiate and resolve sensitive and controversial Tribal social services issues as directed by the Director of Human Resources.
- Assist Tribal Members and Families with the enrollment of various social services as needed or directed by the Director of Human Resources.
- Maintains social services records both hard and electric record databases, and compiles reports from the database.
- Respond to and resolve difficult and sensitive Tribal Member inquiries and complaints related to social services, tribal, Federal, State, and County.
- Assist in the development, monitoring, and enforce all social services related policies.
- Identify risk exposure and assist management in determining effective methods of reducing liability and protecting Tribal assets.
- Assist the HR Director with maintaining and updating Tribal social services policies. Monitor social services efforts for the Tribe as directed.

### **Selection Process:**

All applications will be reviewed and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training. All prospective employees must live within a 50-Mile Radius from the Rincon Government Center.

**Resumes will not be accepted in lieu of completed application forms, but may be attached.**

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### **JOB RESPONSIBILITIES CONT'D**

- Completes administrative tasks correctly and on time while demonstrating accuracy and thoroughness.
- There are multiple deadlines associated with this position and the employee may be required to work long hours when necessary to reach goals.
- Assist the HR Director and Department Managers with social services training development.
- Coordinate compliance issues with Federal and State regulatory agencies as assigned.
- This position will require local and national travel as directed.

### **OTHER DUTIES**

- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Follow established government policies and those outlined in the Rincon Tribal Government Employee Handbook and on our government employee portal.
- Maintain a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance with policies and procedures.
- Attends required meetings and training.
- Other duties may be assigned at the discretion of the Manager or designee to fulfill the government's needs, objectives and/or goals.

### **QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES**

- Must be able to represent the Rincon Tribal Government effectively and professionally in a public venue.

### **Education/Experience and/or Training:**

- Master's or higher degree in social welfare, social or behavioral sciences, social/human services or a closely related field is required.
- Five (5) years of performing trauma-informed case planning/case management duties in a public or private social services agency/government is required.
- Experience with ICWA and VAWA legal frameworks and history is required.
- Compliance experience with Federal, State, and local government social intervention laws and other governmental regulations; experience working within tribal intervention and compliance legal frameworks preferred.
- Knowledge of practical applications for intervention practices (e.g., court paperwork and process for orders of protection, Guardian ad litem appointment procedures); prior experience working with tribal communities preferred.
- Ability to objectively manage and provide social services to Tribal Members and their families through complex, difficult, and emotional issues.
- Demonstrated good judgment and ability to effectively solve or recommend solutions to problems or issues consistent with standards, practices, policies, procedures, regulations, and laws.

**Education/Experience and/or Training Cont'd:**

- Knowledge of federal Indian law, Native American history, and principles of tribal sovereignty and jurisdiction preferred.
- Must have the ability to make recommendations to effectively resolve problems or issues, by using judgment that is consistent with standards, practices, policies, procedures, regulation or law.
- Must be able to represent Rincon Tribal Government effectively and professionally in a public venue.

**Licenses or Certifications:**

**The following license and certification are required to be maintained throughout employment and are not subject to waiver:**

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.
- A Family Development Credential (FDC) is preferred.
- Ability to be insured by the designated Tribal insurance carrier.
- Ability to pass a live scan background check.

**Work-Related Knowledge:**

- Knowledge of American Indians and their history (preferred).
- Knowledge of records management procedures, and use of electronic health record system.
- Knowledge of medical and psychiatric rehabilitation terminology.
- Knowledge of physical and behavioral (psychological, emotional and social) needs.
- Knowledge of community resources for behavioral health related issues.
- Ability to apply the principles and concepts of psychiatric rehabilitation counseling.
- Ability to interview and secure personal and social information, as well as information needed for determining client's needs and barriers.
- Ability to establish and maintain cooperative/effective work relationships with participants, partners, professionals and the public (especially with American Indian Natives).
- Ability to maintain effective working relationships with patients, medical staff and other personnel.
- Ability to represent the organization in a professional manner, building respect and confidence.
- Ability to maintain a high degree of confidentiality.

**Benefits**

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefits include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long-Term Disability: \$100,000 employer paid Life Insurance and Long Term Disability
- Flexible Spending Accounts: Healthcare and Dependent care reimbursement accounts
- Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance
- Supplemental Coverage: Disability, Accident, Cancer, Life and Hospital Confinement
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.

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**Rincon Tribal Government – Core Values**

*Trust*

*Integrity*

*Open and Honest Communication*

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