



Job Position: Victims Services Program Coordinator	Status: Full-Time/Exempt
Division: Social Services Director	Salary: \$35,000.00
Posting Date: January 7, 2020	Closing Date: Open Until Filled

Job Description

Summary:

This position will coordinate the assessment, planning, development and implementation of the various components of the OVS Tribal Victim Set-Aside grant.

Essential Duties and Responsibilities:

Under the guidance, direction and supervision of the Tribal Administrator, the duties and responsibilities of the Victims Services Program Coordinator include, but may not be limited to, the following:

- Coordinates and monitors assigned program to assure compliance with program guidelines, budget, funding requirements, data collection, etc.
- Provides support, information and referral services for counseling, support groups and other treatment services.
- Submit monthly/quarterly reporting to program director.
- Attend Department of Social Services Staffing meetings and provide program updates, review cases and accept referrals.
- Able to complete Intake reports involving victims of abuse.
- Complete reports in regard to safety plans, court reports, etc.
- Conduct face-to-face contacts, home visits, and client welfare checks as assigned.
- Provides crisis intervention, support and advocacy in the aftermath of a crime
- Creates marketing and promotional materials such as flyers, brochures, training materials, etc.
- Attend tribal outreach events to promote program to eligible members.
- Complete community wide needs assessment.
- Develop Strategic plan for program.
- Complete all other duties as assigned by Social Service Director.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Strong management and leadership skills;
- Proactive and diligent in workflow and resolution of issues;
- Skillful in gathering and analysis of information;



- Knowledge of sound ethical management practices;
- The ability to decipher confusing or abstract laws or ethics rules;
- Firm grasp of government and business processes;
- Strong personal constitution and ethical conviction;
- Commitment to keep and maintain confidentiality requirements.
- Excellent written and oral communications skills.

Qualifications:

To perform this job successfully, an individual must be able to perform the Essential Duties and Responsibilities. The requirements listed below are representative of the knowledge, skill, and/or abilities that are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

The ideal candidate will possess a strong familiarity with the history of the federal relationship with American Indian Tribes including laws protecting the rights of Tribes as sovereign nations, including but not limited to the Indian Self-Determination and Education Assistance Act of 1975 (ISDEAA) and the Tribal Self Governance Act of 1994. Additionally, ideal candidates will

- Must be trained in motivational interviewing skills within the first 6 months of work.
- Must be aware and strictly abide by the Code of Confidentiality.
- Must be available to receive calls after hours and weekends in case of new client or current client emergencies.
- Must possess excellent computer, written and verbal communication skills.
- Must have a valid Driver’s license and a good driving record.
- Must be able to travel when assigned.
- Must be able to pass a criminal background check.

Minimum Education and Experience:

Preferred Bachelor’s degree in Social Work or Human Services related field. In lieu of a degree, at least 6 years experience in social service related field, with experience working with victims of violent crimes.

Language Ability:

Candidates must possess the ability to write reports business correspondence and manuals; ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; ability to effectively present information and respond to questions from groups of executives, managers, clients, customers, and the general public. Strong presentation skills including an ability to articulate and support points of view across a broad spectrum of issues is a must. Candidate must demonstrate diplomacy, superior organizational skills, and have strong analytical capabilities.

Computer Skills:

Computer skills necessary to complete the Essential Duties and Responsibilities described herein are mandatory.

Supervisory Responsibilities:

None.

