

JOB DESCRIPTION VICTIMS OF CRIME COORDINATOR

Location: Burns Paiute Tribe
Supervisor: Domestic Violence Program Manager
Salary Range: DOE
Open: 07/23/2018
Closes: 08/31/2018 or until Filled
Salary Range: DOE
FSLA: Full time with Benefits

Summary:

Under the direction of the Burns Paiute Domestic Violence Program Manager, the Victims of Crime Coordinator will be responsible for the implementation of the Victims of Crime Grant. This is currently funded for two years; however, we expect continued funding. This is first time funding with high expectations and outcomes.

Essential Duties and Responsibilities:

This position will provide implementation support with respect to the grant project work plan timeline. Duties include providing direct services to victims of crime, working to establish the program, the protocols, policies and procedures to ensure the program is in compliance with the grant. This is a first-time project with requirements to build the program. Position will be responsible for report writing for quarterly and annual reporting for grant purposes. This position will also involve general case management, as needed. For victims' crime this position will work in conjunction with the Tribal Police Department, the Harney County Law Enforcement and the newly trained SANE nurse located here on the BPT Reservation as well as with the Domestic Violence Program and other Tribal Programs. Coordinated communication with granting agency and data tracking is also an important component of this program. This position will also establish partnerships with service providers as well as collaborate with existing health and medical providers for participant needs outside of the scope of direct services.

Qualifications:

High school graduate or G.E.D. required, Bachelor's degree and/or three years' experience working with Victims of Crime in an established program; experience working with Native Communities preferred; it is also preferred to be a trained domestic violence or sexual assault advocate and familiarity with Alaska Native or Native American culture and customs. Experience working with Tribal families. Knowledge and understanding of confidentiality; must be culturally sensitive and aware of the victim's issues, rights and services. Knowledge of computers and desktop publishing skills. Knowledge of program development grant writing,

report writing, data collection, policy writing etc. Ability to work collaboratively with Tribal/County court officials and law enforcement

Knowledge, Skills, and Abilities:

Ability to multitask and prioritize program activities; capable of working independently within established guidelines; Must be organized, have established writing skills. Knowledgeable of Tribal and county social service systems, community resources, community partnering, youth group facilitation, skills and the ability to communicate verbally and in writing with a wide variety of people. Must be self-motivated and driven to complete tasks

Must have a valid Oregon Driver's License.

Must pass criminal background check and submit to and clear a UA

Must obtain training toward becoming a certified victims advocate.

Indian Preference:

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applicants meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

How to Apply:

Application and resume' with three (3) business references to:

Burns Paiute Tribe
Christina.vanholland@burnspaiute-nsn.gov
[Human Resource Director](#)
100 Pasigo St.
Burns, OR 97720
Phone: (541) 573-8013
Fax: (541) 573-5565

Additional questions may be directed to: Teresa Cowing Domestic Violence /SA Coordinator (541) 573-8053 or Michelle Bradach, (541) 573-8043 Social Services Director

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a tribal application, or not including a required certification, your application will not be reviewed and will be disqualified.