



POSITION DESCRIPTION

Job Title: Victim Services Project Director
Reports To: Tribal Administrative Officer
Supervises: None
Salary Range: MIT Grade 10, 40 hours/week, salaried
This is a one-year, grant-funded position.

Position Summary

Under the general supervision of the Tribal Administrative Officer, the Victim Services Project Director (VSPD) will be responsible for the coordination and development of victim services for the Mechoopda Indian Tribe of Chico Rancheria and will devote at least 25% of the time to providing direct advocacy services to victims and their children (if applicable). The VSPD will develop and coordinate the Tribe's response to crimes to meet the needs of the victims/survivors based on the Tribe's strategic plan. Working with community partners and stakeholders (i.e., Northern Valley Indian Health, Chico Police Department, Four Winds Indian Education Center, Tribal Temporary Assistance for Needy Families), the VSPD will coordinate internal information-sharing and training, community awareness and outreach campaigns, development of response protocols, and case reviews to address victims' needs in a holistic manner. This position may require travel.

Specific Responsibilities

- Provide victim-centered response and access to culturally appropriate resources through direct services, process-sharing, and case reviews. Direct services may include, but are not limited to, providing crisis intervention, safety planning, and short-term support (i.e., accompanying victims to law enforcement or shelter facilities, referrals) to victims of domestic violence, sexual assault, dating violence, stalking, or other crimes resulting in a need for victim support.
- Evaluate service needs of victims and their children and adjust or refer to appropriate Tribal or community resources.
- Provide case management through safety planning and maintenance of client files.
- Maintain thorough and accurate records of services developed and provided.
- Provide monthly reports to ensure proper submission of reports to funding agency.
- Develop and coordinator training opportunities and information sessions.
- Develop and maintain relationships with key stakeholders to coordinate support and culturally appropriate services and referrals.
- Coordinate community awareness and outreach activities.

Qualifications

These entry qualifications would normally be obtained through a bachelor's degree program in social work (or related field), or its equivalent, combined with one year of related work experience:

- Experience in social work or social services field providing crisis intervention or working with victims of domestic violence, sexual assault, dating violence, stalking, human trafficking, etc.
- Thorough knowledge of English grammar, spelling, and punctuation and ability to clearly communicate orally and in writing.
- Proficiency with Microsoft Outlook, Word, and Excel.
- Ability to work independently with minimal supervision.
- Demonstrated ability to work effectively in a diverse work place with people of varying cultures and backgrounds.
- Must be eligible for coverage under the Tribe's vehicle insurance policy.
- Must possess a valid California driver's license, provide a current DMV printout, and be willing to travel locally, regionally, statewide and/or out-of-state, as necessary, during or after regular working hours.
- Must be able to satisfactorily complete a background check, fingerprint live scan, and pre-employment physical, if applicable.
- Must be able to satisfactorily pass a pre-employment drug, alcohol, and substances test pursuant to the Drug-Free Workplace Act of 1988.

Preferred Qualifications

- Master's degree in Social work.
- Three years of professional experience providing advocacy services to victims/survivors of domestic violence, dating violence, sexual assault, stalking, human trafficking, etc.
- Demonstrated experience in program development, strategic planning, and knowledge of best practices in advocacy services.
- Experience working with Native American communities.

Additional information

- This work involves long periods of sitting and may include walking, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting of moderately heavy items, up to 20 lbs.
- Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian heritage.
- All offers of employment are contingent upon:
 - the successful completion of background and reference checks; and
 - passing a pre-employment drug, alcohol, and substances test pursuant to the Drug-Free Workplace Act of 1988.