



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

POSITION TITLE: VICTIM SERVICES MANAGER

SUPERVISOR: HEALTH DIRECTOR

SALARY: \$84,011.20-\$95,056.00 DOQ

NATURE OF WORK: This new position will lead the Victim Services Department which houses the Tribal Victim Assistance (TVA) and Indian Child Welfare (ICW) programs. The Victim Services Manager is responsible for: supervising program staff and service provision in compliance with funding sources, federal, state and tribal laws and codes; ensuring effective and confidential services for participants; formulating and supporting partnerships and coordination of resources within the department, other tribal departments and external entities; formulating, updating and implementing plans, policies and similar; budget management; grant and contract administration; data collection and reporting; and other as summarized below.

BENEFITS: Generous benefit package including: 40 or more days of paid leave/holidays; employer paid medical, dental, vision, life, long-term disability and ADD insurance; employer matched pension plan; and employer paid Employee Assistance Program. Departmental perks include a wellness program, paid training, coffee and free parking. Flexible schedule that potentially includes working remotely

\$4,000 Sign-on bonus to be paid out after 90-day probationary employment period ends!

RESPONSIBILITIES:

1. Supervises the day-to-day activities of the programs which includes: planning, coordinating, administering, evaluating and implementing processes, procedures, and standards in compliance with tribal, Federal, State, and Local laws, regulations, codes and funding sources.
2. Oversees the preparation of required reports.
3. Supervises program staff in compliance with the Skokomish Personnel Policy as well as other applicable policies and statutes.
4. Ensures participant confidentiality and HIPAA requirements compliance as appropriate within the department as well as externally.
5. Oversees special investigations.
6. Works cooperatively and maintains working relationships with tribal, federal, state community agencies, justice system, schools service providers and similar as well as establishing relations with new partners and entities.

7. Ensures the resources required to meet program participant's needs are available and provided in an equitable and compliant manner for all eligible participants and their families as appropriate.
8. Prepares a variety of printed materials for the facilitation of the programs including: outreach media, flyers, forms, booklets, and manuals.
9. Provides staff training utilizing internal, online and external sources including participation at seminars, conferences and similar.
10. Represents the department in coordinating activities with various law enforcement, criminal justice, governmental and other agencies, advocacy groups, local, regional and statewide committees and the general public.
11. Supports the development of foster homes by providing outreach, information and coordinated assistance,
12. Develops strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of service provision.
13. Provides oversight and guidance for staff and makes recommendations on complex participant issues.
14. Develops and evaluates budget requests and grant programs: monitors budget expenditures; and adjusts as necessary.
15. Administers grants and contracts.
16. Participates in meetings and similar as requested or required.
17. Other duties as assigned by supervisor.

QUALIFICATIONS:

1. Bachelor's degree in Social Work, Psychology, Business Administration, Sociology, or related field (required)
2. Three or more years social services provision experience (required)
3. Victim service experience (preferred)
4. Understanding and work experience serving Native American individuals and communities (highly preferred)
5. Understanding of justice systems and functions (preferred)
6. Two or more years grant/contract administration experience (required)
7. Three or more years supervisory experience (required)
8. Knowledge of Protective Orders and Emergency Orders of Protection (preferred)
9. Knowledge of social work practices (required)
10. Knowledge of ethical work practices (required)
11. Knowledge of victim's rights and advocacy techniques (highly preferred)
12. Knowledge of caseload management principles and practices (highly preferred)
13. Experience working in or with Indian Child Welfare program(s) (highly preferred)
14. Ability to understand, convey and implement compliance with tribal, federal, state and local applicable laws, rules, codes, regulations and guidelines including funding source and contracts (required)
15. Budget development, preparation, and monitoring experience (required)
16. Skilled in operating a computer and related software applications (required)
17. Skilled in communicating effectively with a variety of individuals (required)
18. Ability to work varied hours or weekends when necessary (required).
19. Understanding of and sensitivity to the particular problems faced by the Native American community (preferred).

20. Able to travel locally, regionally and nationally (required)
21. Able to foster and work in a team environment (required)
22. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
23. Must be able to work in a team environment.
24. Strong organizational, communication and interpersonal skills preferred.
25. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.
26. Must receive or be willing to receive the COVID-19 vaccination, including booster shot(s) by the date of hire to be considered. Proof of vaccination is required

Behavior standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

APPLICATION INSTRUCTIONS

Application must be filled in completely (Do not write see resume). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____ Date: _____

Employee: _____ Date: _____