



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## VACANCY ANNOUNCEMENT

**POSITION TITLE: VICTIM SERVICES MANAGER**

**SUPERVISOR: HEALTH DIRECTOR**

**OPEN: OPEN UNTIL FILLED**

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

**\$4,000 SIGN-ON BONUS TO BE PAID OUT AFTER 90-DAY PROBATIONARY EMPLOYMENT PERIOD ENDS!**

**REPRESENTATIVE DUTIES INCLUDE:** 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. 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. Oversees the preparation of required reports.

**MINIMUM 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. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
6. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
7. Must be able to work in a team environment.
8. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.
9. 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 vaccinations required.

Behavioral 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.

2/17/2023

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

MUST RECEIVE APPLICATIONS: Open Until Filled. The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: \_\_\_\_ Date: \_\_\_\_\_