



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

POSITION TITLE: DOMESTIC VIOLENCE COMMUNITY OUTREACH SPECIALIST

SUPERVISOR: FAMILY SERVICES MANAGER

SALARY: \$20.00 HOURLY .75 PTE

Nature of Work: As a professional community outreach staff, this position will serve as lead in developing a coordinated community response to domestic violence including intervention and prevention activities. This position will work with the community to develop and implement education and prevention campaigns design to inform the community about domestic violence, dating violence, sexual and stalking and increases awareness about the needs of children who witness domestic violence. Provides community education and information through direct services, community activities and media; provides support groups and organizes and leads women's circle and other outreach and prevention activities. Must adhere to the policies and procedures of Tuwaduq Family Services and the Skokomish Tribe. Must be familiar with victim advocacy and Social Services processes. Provides support groups, cultural activities, woman's circle and other duties as assigned. Networks with other Skokomish Tribal departments and organizations and agencies providing outreach, referral and education to ensure client and community needs are met.

Representative Activities:

1. Provides domestic violence outreach and prevention services to the Skokomish Tribe and community.
2. Organizes schedules and leads support groups, cultural activities and woman's circle activities and other outreach/prevention services and activities.
3. Prepares newspaper articles, posters, brochures and flyers to educate the public; conduct public awareness activities,
4. Acts as secondary point of contact for domestic violence reports in conjunction with the Domestic Violence Community Advocate and when the DVCA is unavailable.
5. Collaborates with Child Protective/Multi-Disciplinary Team for resource and referral.
6. Makes referrals to appropriate professional agencies.
7. Ability to develop and maintain an Objective Work Plan.
8. Maintains accurate and timely documentation of outreach events, group and activities and attendance at those events; maintains a phone log; tracks client referrals.
9. Arranges and participates in individual and family conferences.
10. Attends planning meetings, staff meetings and departmental functions as assigned.
11. Attends trainings and conferences to assure current knowledge and best practices for domestic violence outreach and prevention.
12. Maintains confidentiality in accordance with federal and tribal laws and regulations.
13. Establish Partnership with all Tribal Departments and outside agencies to ensure client success.

14. Staffs the Council of Elders Task Force on Domestic Violence.
15. Collects data and develops monthly activity reports, provides data for quarterly and annual report.

Competency: To perform the job successfully an individual should demonstrate the following competencies: solves conflict in a professional manner that maintains confidentiality; communicates verbally and in writing in a professional manner; maintains emotional self-control; balances departmental and individual responsibilities; exhibits objectivity and support to staff, clients, and community; contributes to building a positive team spirit; builds morale and departmental commitments to goals and objectives; follows policies and procedures; completes administrative tasks correctly and on time or notifies appropriate person with an alternate plan; supports departmental and tribal goals and values; benefits the Tribe through activities; respects diversity; follows instructions and responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals.

Knowledge of: Federal, State and Tribal law; Indian Child Welfare Act; Washington State Child Protective Services; Federal, State and Tribal court systems. Understanding of best prevention practices and principals of domestic violence, healthy relationships, prevention and intervention resources, and objective investigation techniques. Must have or ability to gain knowledge of Skokomish culture and values. Data collection, assessment, planning, goal setting, written documentation, mediation and negotiation, and applicable computer programs (e.g., Microsoft Word, Excel).

Minimum Qualifications:

1. GED/High School Diploma with three years (3) social service, victim's advocacy, community outreach or similar work.
2. Demonstrable skills in mediation and negotiation
3. Must be Team oriented and work collaboratively with co-workers.
4. Ability to adapt to a dynamic work environment and receive direction according to the organizational needs.
5. Ability to work varied hours or weekends when necessary to accomplish the goals of the department.
6. Working knowledge of computer software programs such as MSWord, Excel, Access, MS Project and custom applications.
7. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
8. Must be able to work in a team environment.
9. Strong organizational, communication and interpersonal skills preferred.
10. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

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. Ability to respond in a calm and professional manner in crisis or emotional situations.

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

1. Application filled in completely (Do not write see resume)
2. Cover letter identify why you feel you are qualified for this position
3. Current resume and three work related references

JOB DESCRIPTION APPROVAL:

CEO: _____

Date: _____

Employee: _____

Date: _____