

Louden Tribal Council

P.O. Box 244
Galena, Alaska 99741
Phone (907) 656-1711
Fax (907) 656-2491

Job Description: Tribal Victim Program Manager

Location: Louden Tribal Council – Galena, Alaska (REMOTE/HYBRID)

Supervisor: Director of Social Services

Salary: \$55,000-\$75,000

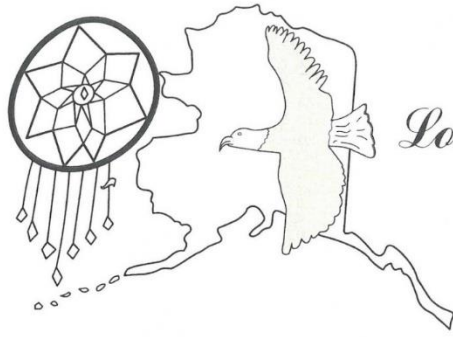
Employment Status: Full-Time/Non-Exempt

JOB SUMMARY

Under the supervision of the Director of Social Services, this position is responsible for responding and assisting victims related to child protection, domestic violence, and other crime situations, advocating for victims, and referring individuals for services. This position is funded through a OVC Tribal Set-Aside Grant and is the main source of funding for the program. This position will be responsible for providing the day-to-day administration of and compliance with the OVC Tribal Set-Aside grant reporting and managing requirements.

MAJOR TASKS AND RESPONSIBILITIES

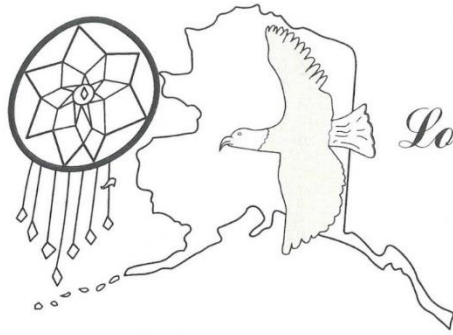
1. Provide victim advocacy to victims of family violence in Galena and nearby villages and to ALL victims that are Tribal Members living outside of Galena, including providing direct services and referrals.
2. Evaluate and assess victim services needs and gaps. Meets with Tribal Council, community members, and Elders during assessment process.
3. Develop a strategic plan and complete a community readiness assessment.
4. Develop and evaluate an implementation plan.
5. Advocate for continual victim services improvements & funding.
6. Provide advocacy referrals for victims of crime, including but not limited to child abuse, domestic violence, sexual assault, assault, Elder abuse, theft, and vandalism.
7. Provide mobile advocacy to victims unable to access services within victim services building due to barriers or safety risks.
8. Conduct safety planning with victims where safety is at risk, including providing services for emergency shelter and/or emergency transportation in/out of the village, or tribal members current community.



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9. Conduct grant reporting, including quarterly financial reports, semi-annual, and annual reporting to the Office of Victims of Crime, as well as submitting performance measures as directed in the grant.
10. Administer and manage the OVC Tribal Set-Aside grant.
11. Responsible for management of all department program records, equipment, and supplies.
12. Assure that all victim services administered by Louden Tribal Council are in compliance with all applicable tribal, federal, and state law requirements.
13. Establish, maintain, and update victim services policies and procedures as needed to meet the needs of clients as well as comply with federal funding mandates.
14. Assure confidentiality of client information, educating clients on client privacy rights and deciding when a release of information is needed to work with outside agencies.
15. Refer victims of crime to appropriate local, state, and federal agencies for services, as well as utilize the State of Alaska victim compensation fund for eligible victims.
16. Assist victims and their families to navigate the state and/or Tribal court system, including assisting in drafting petitions and protections orders for court review.
17. Attend both State and Tribal court hearings as a support advocate for victims as requested.
18. Determine programmatic needs of the project, evaluate services, and make recommendations to the Director of Social Services concerning needed changes.
19. Work with OVC technical assistance to establish/update strategic plan and logic model.
20. Prepare/update the project budget in liaison with the Tribal Administrator, as well as administer the approved budget by monitoring expenditures and recommending justifiable changes to the Director of Social Services as needed.
21. Attend Tribal council meetings to present information as requested, as well represent the Department at meetings and conferences.
22. Responsible for case management of all clients served, including keeping accurate case notes and files, and storing case files in safe locked files that follows victim privacy regulations.
23. Maintains the highest level of professional and ethical standards, including confidentiality. Is culturally sensitive to the customs, traditions, practices, and sovereign status of the Tribe.
24. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.



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KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and/or understanding of domestic violence, child abuse, and trauma.
- Be knowledgeable of Native culture, traditions, and customs.
- Ability to communicate orally and in writing with skills in designing and developing community-based services for children and families.
- Ability to effectively communicate and comprehend with management, peers, clients, community colleagues, and the public.
- Ability to comprehend, interpret, and apply current applicable laws, rules, and policies on delivery of child protective and child welfare services in Alaska State.
- Ability to partner effectively with community professionals to develop and maintain resource teams to support children and families.
- Ability to develop and maintain good working relationships with child caregivers and include caregivers in the case planning process.
- Ability to evaluate, analyze and assess risk and safety in all cases as defined by law and best practice.
- Ability to access and utilize agency software programs.
- Must assure confidentiality of client information and Tribal Office case files.
- Understand the role as a mandated reporter pursuant to PL101.630.

REQUIREMENTS

- A valid Alaska State driver's license is required.
- Minimum of a high school diploma with skills and experience related to social services.
- Must pass a background check performed by the Alaska State Troopers pursuant to the
- Indian Child Protection and Family Violence Prevention Act.

Louden Tribal Council (aka Galena Village) is an Equal Opportunity Employer but does practice Indian Preference Hiring in accordance with Public Law 93-638, the Indian Self Determination and Education Act. Per LTC Policies applicants must pass pre-employment drug testing, and willing to submit to a background check.

Print Employee's Name

Date

Employee's Signature