



Louden Tribe

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

**** JOB ANNOUNCEMENT ****

Job Description: Tribal Victims Program Manager
Location: Louden Tribal Council Office – Galena, Alaska
Supervisor: Tribal Administrator
Salary: \$30 - \$36 per hr DOE
Employment Status: Full-Time/Non-Exempt

JOB SUMMARY

Under the supervision of the Tribal Administrator, the Tribal Victims Program Manager is responsible for developing programs and managing Louden's Office of Victims of Crime (OVC) Grant. This involves developing both preventative programs and programs to respond/assist victims of abuse, domestic violence, and other crimes. This position will be responsible for the day-to-day administration of and compliance with the OVC grant reporting and management requirements.

MAJOR TASKS AND RESPONSIBILITIES

1. Develop an OVC Program which will best serve Tribal Members needs
2. Manage the OVC Grant which includes both financial and progress reporting and grant proposal preparation
3. Work with Tribal Members to assess need and connect them with support services
4. Participate in both short and long-term strategic planning for Louden's social services programs
5. Assist in the development/revision of Louden's social services program policies
6. Work with the Tribe's ICWA Program Manager to ensure Louden's social services program is meeting the needs of Members
7. Evaluate and assess victims service needs and program gaps
8. Be responsible for the day-to-day monitoring of expenditures under the OVC Grant to ensure compliance with grant requirements
9. Partner with outside resource groups to provide program support
10. Create a program and environment that promotes strict confidentiality and prioritizes the needs of victims
11. Refer victims to appropriate local, state and federal agencies for services and resources that are not accessible through the Louden Tribe
12. Due to Louden's commitment to community service and the well-being of our Tribal Members, each employee may be expected to perform a wide range of duties from time to time which may not be related to their regular responsibilities



Louden Tribe

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of Social Service needs and programs; such as, child abuse, chemical addiction/recovery, mental health, domestic violence, low income, prevention and intervention.
- Ability to work with a variety of groups (local, state, federal, non-profit, etc.) to continue to develop/enhance Louden's social services program
- Ability to provide unbiased assistance to victims and ensure strict confidentiality
- Experience working or living in remote Alaskan villages
- Ability to attend training opportunities both virtually and in-person to continuously improve Louden's social services program

REQUIREMENTS

- Position requires an Associate's Degree or a combination of education and experience and at least two (2) years of experience working in social services, or related field.
- Valid driver's license as well as the ability to be able to comply with Tribal Vehicle Use Policy.
- This position will be subject to pre-employment drug testing and criminal history background check.
- Must have employment eligibility in the U.S.

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.