



## JOB DESCRIPTION

Bishop Paiute Tribe  
Bishop, California

**Position:** Program Coordinator  
**Department:** RAVE Program (Relief After Violent Encounter)  
**Supervised by:** Social Services Director and/or Tribal Administrator  
**Pay Range:** T-8 \$19.57 - \$27.40/Hr. (\$40,705.60 - \$56,992.00/Annually) DOQ  
**FLSA:** Exempt, Salaried, Full Time

**Position Summary:** Under the direct supervision of the Social Services Director and/or Tribal Administrator. This position oversees Tribal government program to provide direct service assistance to community members in the designated service area who are victims of domestic violence, dating violence, sexual assault and stalking.

### **Responsibilities:**

- Coordination of legal advocacy with the attorney, in order to assist victims with legal issues resulting from the abuse they have suffered.
- Accompaniment at initial contact when clients indicate a need, including safe haven assessment.
- Development, implementation and supervision of Safe Exchange Visitation Center.
- Coordinates training for Tribal government employees in recognition and appropriate response to victim needs.
- Creation of program Handbook.
- Development of Tribal Government policies and procedures that address violence against women on the Bishop Paiute Reservation.
- Creation of a multi-media education and prevention campaign for program services and objectives.
- Develops and maintains a database that records incident/victim statistics.
- Coordinates with all Tribal departments and Native as well as non-Native agencies, organizations and professionals in order to implement program.
- Submits written progress reports monthly according to policy and procedure and prepares/reviews progress reports prior to submission.
- Accepts responsibility for and ensures compliance with applicable grant and funding requirements.
- Attends staff meetings, case reviews, and trainings, as well as conferences and continuing education programs as required.

**Supervisory Responsibilities:** Victim Advocate and Peer Crisis Counselor

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Decision Making—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.

- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management—the individual prioritizes and plans work activities uses time efficiently and develops realistic action plans.
- Detail Oriented—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Organized—the individual keeps clean and organized workspace and projects.
- Motivated - ted—the individual inspires self and others about them to get the job done and follow through on tasks.

**Experience and Education:**

- BA in Social Sciences or related field required (MA preferred).
- 5 year minimum experience providing victim’s services.

**Other Requirements:**

- Ability to work with and commitment to Native American community, with a keen sensitivity to Indian traditions, customs and socio-economic needs.
- Must obtain the National Victim’s Assistance Academy certificate at the earliest possibility.
- Must be personable and polite with ability to use discretion, initiative and good judgment in dealing with tribal members and general public in the performance of duties.
- Ability to work with and commitment to Native American community, with keen sensitivity to Indian Traditions, customs, socio-economic needs.
- Excellent typing/word processing, communication, grammatical/composition, and public presentation skills.
- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy.

**Signatures**

This job description has been approved by all levels of management:

Manager: \_\_\_\_\_

HR: \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**Indian Preference:**

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.