NORTHERN CHEYENNE TRIBE
HEALING HEARTS PROGRAM
JOB ADVERTISEMENT
2014

POSITION: Domestic Violence Coordinator

DEPARTMENT: Healing Hearts Domestic Violence Program

ACCOUNTABLE TO: Northern Cheyenne Tribal President or his designee

OPENING DATE: March 24, 2014  CLOSING DATE: April 4, 2014

CLASSIFICATION: Full Time, Permanent, Exempt

How To Apply: Submit a completed application, RESUME’ (3) three signed letters of references and/or recommendations within a year, (if claiming tribal preference) a copy of your Tribal I.D. copy of current Montana State Driver’s License and current credentials/transcripts to the Northern Cheyenne Tribe, Human Resources., P.O. Box 128, Lame Deer, MT. 59043 All documentation must be attached to application to be considered.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

SUMMARY OF WORK:

The incumbent supervises and coordinates the grants to Indian Tribal Governments and Healing Hearts Program and staff. Incumbent work with Domestic and Family Violence Advocates, Tribal Prosecutors and related staff to provide a coordinated response for the benefit and safety of the victim. Incumbent is responsible for the grant progress reporting, budget preparations and collaboration with related agencies. Incumbent may be responsible to respond to call out from time to time after normal work hours, weekends and holidays.

JOB CHARACTERISTICS:

Nature of Work: Incumbent is responsible for coordinating the grants and their components, requires outreach activities, collaboration with programs and agencies. Incumbent deals with stressful situations, handles sensitive and confidential information, and responds to call for victim assistance from time to time after normal work hours, weekends and holidays. Incumbent assists the Prosecutors with information pertinent to the case and law enforcement in their efforts to obtain statements and gather information from intervening agencies. Incumbent works with Prosecutors in developing each case by obtaining necessary reports, photographs, evidence, etc. to prepare the case for trial. Incumbent maintains records and generates reports as required, utilizing manual and automated reporting systems. Incumbent maintains knowledge of available current community resources and make appropriate referrals through collaboration with the other agencies: Probation, Wellness Court, Northern Cheyenne Recovery, Behavior Health, Tribal
customary resources and TERO to provide appropriate guidance and counseling to the victims of domestic violence. Incumbent will approve and monitor traditional remedies and guidance, in addition to diversion and intervention programs.

**Personal Contacts:** Daily contact with: supervisor, staff, victims of domestic violence, technical and grant managers, Prosecutors, Judges, Law Enforcement officials, Tribal members and the public. Coordinate duties with other Tribal, State and Federal officials through meetings, memoranda, on-site visits and hearings.

**Supervision Received:** Under the general supervision of the Tribal President or his designee.

**Essential Functions:** Confidentiality is a strict requirement, as is the ability to communicate with a diverse population both verbally, in writing and electronically. The Domestic Violence Coordinator will require the skills on mediation and resolution, interviewing, report writing, organizational and time management skills, and the ability to remain professional and non-biased on all issues pertaining to the clients and the program.

**JOB REQUIREMENTS:**

**Knowledge:** Incumbent must have working knowledge of administrative practices in areas of federal grants management and process. Incumbent must have knowledge of financial management, procurement and payment voucher procedures and related practices. Incumbent must have knowledge of the Northern Cheyenne Tribal Law & Order Code, Tribal Resolutions and Ordinances, Violence Against Woman Act of 1994 and 2000, the Tribe’s Domestic Violence Ordinance 4(92), the Sexual Assault Ordinance that is in place and Law Enforcement procedures. Incumbent must have knowledge of full faith and credit, courtroom demeanor and proceedings of the Northern Cheyenne Trial and Appellant Courts, working knowledge of computer software, such as WordPerfect, Micro-Soft Word, Excel and Data Base Management is required.

**Skills:** Incumbent requires skill in counseling individuals, public speaking, organizational capabilities, strong telephone skills, strong interviewing, listening and writing skills, computer skills in case management and file maintenance skills.

**Abilities:** Incumbent requires the ability to: work with Violence Against Women Act office manager; work within the requirements of the grants, communicate effectively orally and in writing; follow verbal and written instructions, be professional at all times; accept constructive criticism; and work with or no supervision. Incumbent must be able to prepare and submit progress reports on a timely basis; coordinate with other agencies involved with domestic violence programs. Incumbent must possess the ability to work independently and as a team player under stressful conditions. Incumbent must be able to handle potential outbursts of violence from clients and have the ability to maintain confidentiality at all times.
EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- High School diploma or equivalent (G.E.D.).
- Two-year degree in the field of criminal justice preferred.
- Minimum of two years of verifiable experience and training in the area of domestic violence.
- Minimum of one year in a management and/or supervising of more than 3 employees.
- Must have a current Montana Driver’s License and be insurable.
- Must pass a background investigation.
- Must be trustworthy and emotionally stable.
- Must have had no misdemeanor convictions within the past year.
- Must never have been convicted of a felony.
- Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily on performance of the preceding requirements and duties. Examples of job performance criteria include but are not limited to:

- Observation of work hours.
- Demonstrate punctuality.
- Perform assigned duties in a timely manner.
- Maintain accurate and timely records.
- Deal tactfully and courteously with the public.
- Adhere to strict standards of confidentiality.
- Follow the written Tribal, State and Federal Codes and Ordinances.
- Establish and maintain effective working relationships with fellow employees, supervisor and the public.
- Demonstrate reliability and proficiency.
- Effectively deal with people in adversarial situations, and demonstrate the ability to work under deadlines and stressful situations.
- Effectively facilitate support groups as required.
- Display initiative and makes difficult decisions in a timely manner.
- Work well under supervision.