



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Victim Outreach Coordinator – RAVE Program
Department: Social Services
Supervised by: Social Services Director
Pay Range: E1 \$44,628 - \$58,017 Annually DOQ
FLSA: Full Time; Exempt

Position Summary: This Victim Outreach Coordinator will coordinate and maintain community outreach activities and collaborations. This position will be responsible for scheduling, planning and implementation of outreach activities, educational/ cultural activities, and collaborations with internal and external departments and agencies to host support group sessions for victims of crime and their families. This position will support and assist the RAVE Staff to ensure victims receive effective and confidential services.

Indian Preference: *The Bishop Paiute Tribe is an Equal Opportunity Employer within the confines of the Native American Preference and the Bishop Paiute 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.*

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- Maintains calendars and deadlines for outreach activities, educational activities, including but not limited to community events, workshops, trainings, appearances, and other related outreach activities.
- Maintains program and victim confidentiality.
- Ability to promote program services through public speaking and engagement.
- Schedules regular outreach exhibitions in surrounding communities.
- Effectively facilitates outreach and educational collaborations with surrounding communities.
- Organizes and implements community services and trainings.
- Engages and works with community partners.
- Responsible for serving as the Victim's Hotline Advocate providing direct service and support to victims via the 24/7 hotline includes weekends and holidays.
- Organizes and prepares reports as needed.
- Maintain database that record incident/victim statistic.
- Submits written progress reports monthly according to policy and procedures and prepares/reviews progress reports prior to submission.
- Accepts responsibility for and ensures compliance with applicable grant funding requirements.
- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.

Education and Experience:

- An AA Degree in Psychology, Social work, or Sociology required and/or three (3) years of experience working with victims of crime.
- A BA Degree in Psychology, Social work, or Sociology is preferred.
- Experience working with a social service program in a tribal community is preferred.

Other Requirements:

- Must complete required Mandated Reporter Training within 30 days of employment.

- Must complete required Victim Assistance Training within 30 days of employment.
- Must complete required 40-hour Domestic Violence Training and 40-hour Sexual Assault Training within six (6) months of employment.
- Ability to work with minimum supervision.
- The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must have a valid California Driver's License and be insurable under the Tribe's existing automobile insurance policy.
- Must be available to be on call after hours, holidays and weekends for work as scheduled and/or in the event of emergencies.
- Must comply with the Bishop Paiute Tribe's organizational policies.

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 responsible decisions.
- *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 develop realistic action plans.
- *Detail Oriented* - the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality assurance.
- *Adaptability* - the individual adapts to changes in the work environment, manages competing demands, and can deal with frequent change, delays, or unexpected events.
- *Reliability* - consistently at work and on time, follows instructions, responds to management's direction, and solicits feedback to improve performance.
- *Organized* - the individual keeps clean and organized workspace, project/s files and incident documents.
- *Motivated* - the individual inspires self and others to get the job done and follow through with assigned tasks.
- *Safety Oriented* - Observes surroundings to maintain a safe work environment for community members and co-workers.

Physical Demands/ Work Environment:

While performing the duties of this job, the employee regularly is required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. The employee occasionally is required to climb or balance; stoop, kneel, crouch or crawl. The employee may occasionally be required to lift and/or carry up to 50 lbs. Work is generally performed in an office setting, gymnasium setting and in an outdoor environment. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel is required for training, meetings, conferences, presentations, and other events. Travel may also be required to transport clients out of the area for assistance.

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:* _____