

Tolowa Dee-ni' Nation Position Description

Title: DV Program Coordinator
(Supervisory Advocate)

Class: Skilled Professional

Status: Full Time

Supervisor: DV/SA Program Manager

Effective Date: October 2017

Department: CFS

FLSA: Exempt

Pay Grade: VII-VIII (\$18.15 – \$28.68)

Subordinates: OWW Program
Specialist(s)

Funding: Grant Driven

Position Summary:

This position will supervise and coordinate the day to day activities of the DV/SA Program Specialists pursuant to program and grant objectives. Under general supervision, DV Program Coordinator will manage the day-to-day operations and oversee direct services and other related services with a high degree of independence in administering services and in using agency or community resources. The DV/SA Program Manager assists with unusual situations that do not have clear precedents or when clarification or interpretations of established policies/regulations are needed. Other functions performed are the development and delivery of staff and clientele training materials and working with the Tribal Community to plan and deliver effective human services programs that meet the needs of the community.

Essential Duties and Responsibilities:

- Develops and maintains specific program/project policies and procedures to meet federal, state and local regulations.
- Assist in preparation and monitoring of grant reporting, including tracking client services and other grant specific data
- Assist with planning and developing strategies for sustaining the program, including the preparation of grant proposals, as needed.
- Responsible for program/project development and implementation, focusing on a client centered approach consistent with the goals and objectives of the program.
- Participate in program monitoring to ensure that grant goals, objectives and mandates are on schedule and achieved.
- Submit monthly activity reports to the DV/SA Program Manager.
- Oversee the development and tracking of professional development for subordinate staff.
- Completes introductory and annual performance evaluations for subordinate staff.
- Facilitates a team approach to management ensuring a favorable work climate and timely completion of all requirements.
- Maintain excellent partnerships with local community partners to further collaborative efforts and improve services to clients.
- Interviews clients and performs case studies to determine social service needs.

- Interpret policies, rules, and regulations of the agency to applicants, clients and others within the scope of their responsibility.
- Ensures that home visits and/or court appearances are completed by the DV/SA Program Specialist.
- Participates in in-service training and other staff development activities to increase knowledge of the social work processes and maintain technical competence.
- Represent the Tribe to various agencies, including, but not limited to: governmental agencies, funding agencies, national organizations, and the general public; perform community liaison and outreach activities for program(s)/project(s).
- Knowledge of child development, family dynamics, family problems and stresses of parenting, substance abuse and domestic violence. Understanding of family dysfunction and ability to intervene successfully to improve family functioning.
- Drive agency vehicle.
- Understand and implement safety rules, emergency procedures, and established policies.
- Participate in required Tolowa Dee-ni' Nation and CFS meetings and trainings; work cooperatively with all TDN departments.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary. May be assigned to specialized functions.

Supervisory Responsibilities:

Directly supervises DV/SA Project Specialists.

Minimum Qualifications:

- Bachelor's Degree in Social Work, Psychology, Sociology or closely related field, or an equivalent combination of education, specialized training and experience, required.
- Minimum four (4) years of experience providing social and community services, required.
- Knowledge of current issues in the field of social welfare; social services programs including ICWC, child welfare, TANF, family violence, sexual assault and other public welfare programs on the Federal, State, and local level.
- Supervisory or project management experience including grant management.
- Analyze data, interpret directions, procedures and regulations, and develop appropriate responses.
- Ability to recognize the need for professional intervention and to be non-judgmental.
- Demonstrated ability to use technical writing techniques, required.
- Computer literacy in a Microsoft office environment, required.
- Demonstrated organizational skills, required.
- Understanding of Tribal Governance, Tribal programs, federal regulations and state policies, preferred.
- Position requires occasional out of town and/or overnight travel. Work activities will include non-traditional hours such as evening, weekends, and occasional out of town travel.

- Must submit to and pass the pre-employment drug and alcohol screen and criminal background investigation.
- Qualified American Indian Preference applies.

Language Skills:

Ability to read, analyze, and interpret technical manuals, and government regulations. Ability to write reports, business correspondence, and procedure manuals, ability to effectively present information and respond to questions, while facilitating group meetings.

Mathematical Skills:

Ability to work with mathematical concepts, ability to apply concepts such as fractions, percentages, ratios, and pro-rations.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

- Must possess and maintain a valid, State-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.
- Section 408 of the Indian Child Protection and Family Violence Prevention Act of 1990 (Public Law 101-630) requires an investigation of the character of each individual who is employed, or is being considered for employment, in a position with duties and responsibilities that involve regular contact with or control over Indian children. A criminal history investigation will be performed and the applicant must meet the minimum standards of the Act.

Physical Demands:

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/move 25 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

Work generally takes place in an office environment. Temperature can fluctuate between 60-80 degrees F. The job requires inside and outside activities. There are common office distractions and noise level variations. Children and families visit the office frequently.

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____