



## Tolowa Dee-ni' Nation Position Description

**Title:** DV/SA Program Manager  
**Class:** Management  
**Status:** Full-time  
**Supervisor:** Community & Family Svcs Dir  
**Effective Date:** February 2016

**Department:** Community & Family Svcs  
**FLSA:** Exempt  
**Pay Grade:** 8 - 9 (\$20.33 - \$32.30)  
**Subordinates:** DV/SA Program Staff  
**Grant Funded:** Partially

### Position Summary:

Under the general supervision of the Director of Community & Family Services, the DV/SA Program Manager will manage the day-to-day operations and oversee the Domestic Violence and Sexual Assault programs and projects to ensure smooth functioning, provide quality services to individual clients their families, and support the goals of the program and CFS. The DV/SA Program Manager is responsible to ensure adequate systems are in place to maintain the highest quality services and that all work is completed in compliance with all applicable regulations and performance standards.

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation Drug Free Workplace policy and will be subject to pre-employment, random, for-cause, and post-accident drug and alcohol testing.

### Essential Duties and Responsibilities:

- Carries out goals, policies, and activities designed to implement program performance standards.
- Establish and maintain structures, systems, and policies to document and track program performance and meet reporting and evaluation deadlines as required by federal, state, and local regulations.
- Monitor program and grant related activities and internal financial reports to ensure that goals are met and funds are utilized properly
- Prepare required programmatic reports, grant reports and any interim reports requested by the CFS Director.
- Ensure consistency in service delivery across program with attention to inclusive practices and integration of component areas; encourage continuous improvement of systems.
- Responsible for program development and implementation, focusing on an approach consistent with the goals and objectives of the program.
- Participate in development of program interagency agreements and contracts.
- Oversee and track the professional development and training plan for staff.

- Completes all required performance evaluations for staff.
- Participate in required department and TDN meetings and trainings and work cooperatively with all TDN departments.
- Analyze clients' needs to identify additional services within the program and community and assist in seeking strategies for meeting those needs.
- Monitor case plans for self-sufficiency and transitional services clients who have open cases within the program including ongoing eligibility for services, tracking client progress and wellbeing, evaluating case plan effectiveness, preventing conflicting case plans and duplication of services.
- Perform joint case planning with other DV/SA service providers when applicable.
- Work with TDN Advocates/Specialists to arrange for transportation and other services to needed services (i.e. court, public assistance offices, victim's services, etc.).
- Stay informed of all tribal and community programs available for clients that will enhance the quality of life.
- Responsible for providing information, training and other services to community members and tribal staff around the issues of DV/SA and stalking.
- Compile monthly program statistics and complete monthly reports.
- Provide one-on-one training with new case workers or trainees.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

**Supervisory Responsibilities:**

Directly supervises DV/SA program staff. Is responsible for the overall direction, coordination, and evaluation of program staff, carrying out supervisory responsibilities for subordinate staff in accordance with Tolowa Dee-ni' Nation policies and applicable laws. Responsibilities include interviewing, hiring, training, appraising performance of employees, planning, assigning, and directing work, discipline, addressing complaints, and resolving problems for the employees.

**Minimum Qualifications:**

- Bachelor's Degree in Social Work, Psychology, Sociology or closely related field required; an equivalent combination of experience, specialized training and education may be considered.
- 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 Domestic and family violence, sexual assault, stalking and other public welfare programs on the Federal, State, and local level.
- Supervisory or project management experience including grant management.
- Analyze data, procedures and regulations; and develop appropriate responses.
- Demonstrate ability to use technical writing techniques, required.
- Computer and/or work processor, data base experience, computer literacy in Microsoft office environment required.
- Demonstrated organizational skills, required.

- Understanding of Tribal Governments, court processes, federal regulations and state policies, preferred.
- Position requires occasional overnight travel. Requires the ability to drive seven (7) hours within a 24-hour period.
- Must submit to and pass a 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 such as probability and statistical inference ability to apply concepts such as fractions, percentages, ratios, and proportions.

**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/or 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:**

Temperature may fluctuate between 50 and 80 degrees Fahrenheit due to open doors and windows. The noise level in the work environment is usually moderate (business office with computers, printers, and light traffic).

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_