



Tolowa Dee-ni' Nation

Position Description

Title: DV Tribal Outreach Specialist
Class: Skilled
Status: Full-Time
Supervisor: DV/SA Program Manager

Department: (03) CFS
FLSA: Non-Exempt
Pay Grade: VI-VII (\$16.20 - \$25.60)
Subordinates: None
Funding: Grant Based

Position Summary:

The Community and Family Services (CFS) Domestic Violence (DV) Tribal Outreach Specialist under the supervision of the DV Program Manager and CFS Director will assist in the implementation of all education, prevention and outreach aspects of the various goals and objectives of the domestic violence, sexual assault (SA) and victim services CFS programs. Duties include, but are not limited to: coordination and provision of outreach services promoting tribally specific DV services, promoting DV and SA awareness; provision of DV/SA and Native American culturally sensitive community education and trainings to peer counseling groups, community members and project partners. Performs DV/SA outreach and education.

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: include the following. Other duties may be assigned.

- Possess a working knowledge of Tribal and Non-Tribal Victim Service Programs and other programs.
- Assist in coordination of community and departmental meetings to promote DV/SA awareness and facilitate client referrals from partner agencies.
- Work with the Prevention Specialist to provide DV/SA community education workshops and events.
- Coordinate and facilitate, as a team with Advocates and Prevention Specialist, Native American culturally specific peer counseling groups and collaborative community education workshops and events.
- Maintain documentation of activities in accordance with departmental and funding agency requirements while maintaining utmost client confidentiality.
- Utilize and maintain computerized systems to carry out assigned duties.
- Create a positive working relationship with clients, potential clients, and their families.
- Exercise prudent judgement in applying policy, procedure, regulations and laws.

- Assist in maintaining records and information on project activities. Assist in compilation of monthly reports, quarterly reports, and semi-annual reports to CalOES.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- BA/BS degree in related subject or equivalent education and experience highly preferred.
- Strong public speaking and presentation skills.
- Minimum 2 years' experience in providing family, social and/or community services required.
- Knowledge of current issues in the field of social welfare; social services programs, including ICWA, child welfare, TANF, family violence, sexual assault and other public welfare programs on the Federal, State, and local level.
- Well organized, outgoing, able to work independently and collaboratively.
- Experience working with Native American communities.
- Ability to work with diverse groups, including people in crisis situations and low or very low income families.
- Ability to comply with all applicable Federal or Tribal statutes, regulations or ordinances.
- Ability to provide instruction and clearly convey program rules and expectations to community members, clients and their families.
- Must submit to and pass a pre-employment drug and alcohol screen and comply with the Drug-free Workplace Policy.
- Requires computer literacy in a Microsoft Office Suite.
- Knowledge of basic principles of individual and group behavior.
- Possess strong organizational skills and the ability to set realistic goals, initiate and follow through on complex tasks, manage time, meet multiple deadlines and work effectively under moderately stressful conditions.
- 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. Experience in basic household budgeting practices and basic banking principles.

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 multiple variables

in fluid situations. Ability to stay on task and maintain composure during frequent interruptions or challenging behaviors.

Certificates, Licenses, Registrations:

- A valid driver's license will be required at the time of appointment; employee may be required to drive their own vehicle, provide proof of financial responsibility and submit a DMV clearance.
- 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.
- Current criminal background fingerprint clearance.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, hands and feet. 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 is typically performed in an office environment, with frequent interactions at client's residence, schools, and other institutions both public and private. Work also involves a high level of interaction with Tribal members, their families and outside professionals; often under stressful conditions.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____