



Tolowa Dee-ni' Nation

Position Description

Title: CFS Project Specialist (Family/Victim Advocate)
FLSA: Non-Exempt
Pay Grade: 5-6 (\$16.88-\$25.76)
Subordinates: No

Department: Community & Family Services
Status: Full Time
Supervisor: Victim Services Program Manger
Grant Funded: Yes

Position Summary:

The Community and Family Services (CFS) Project Specialist will administer and coordinate the day-to-day activities of the assigned grant project and related Services for victims of crimes. Duties include, but are not limited to: counsel and assist clients, provide financial, life-skills and other training services; assist clients in accessing Tribal and other assistance programs; issuing payment requests and requests for expenditures; prepare and submit reports (financial and otherwise) in accordance with program and grant guidelines; assist, attend and participate in outreach activities as scheduled. The Project Specialist may also accompany clients to court appearances, medical appointments and other appointments as necessary to provide support. This position works under moderate supervision in administering services and in using agency or community resources while working independently toward established objectives.

Essential Duties and Responsibilities:

1. Possess a working knowledge of Human Services Programs.
2. Create positive working relationship with clients and their families.
3. Vigorously protect client confidentiality.
4. Maintain and protect client and worker safety.
5. Maintain documentation of activities in accordance with departmental and funding agency requirements while maintaining utmost client confidentiality.
6. Utilize and maintain computerized systems to carry out assigned duties.
7. Act as liaison between client and community partners and other helping agencies; assist client in obtaining services from other agencies.
8. Prepare periodic reports for the Department and/or administration.
9. Exercise prudent judgment in applying policy, procedure, regulations and laws.
10. Other duties as assigned.

Minimum Qualifications:

1. Combination of education and work experience will be considered.
2. High school diploma or equivalent (GED) is required with 2 years job specified experience or AA degree plus 1 years specified experience; education and experience, will be measured.
3. Minimum 2 years' experience in providing family, social and/or community services.
4. 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.
5. Experience working with Native American communities.
6. Ability to work with diverse groups, including people in crisis situations and low or very low-income families.
7. Ability to comply with all applicable Federal or Tribal statues, regulations or ordinances.
8. Ability to provide instruction and clearly convey program rules and expectations to clients and their families.
9. Requires computer literacy in a Microsoft Office Suite.
10. Knowledge of basic principles of individual and group behavior.

11. 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.
12. Possess a valid driver's license to drive agency vehicle(s).
13. Must submit to and pass the pre-employment drug and alcohol screen and criminal background investigation.
14. Comprehensive knowledge of the history, culture and organization history of the Tolowa Dee-ni' Nation and the Tolowa people is preferred.
15. Qualified American Indian Preference applies.

Supervisory Responsibilities:

None.

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.

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 30 pounds and occasionally lift and/move 50 pounds.

Position may require occasional overnight travel. Requires the ability to drive 7 hours within a 24 hour period.

Vision Requirements:

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

Work Environment:

The work environment temperature can fluctuate between 50-80 degrees Fahrenheit due to open doors and windows. The job will could require inside and outside activities. There are many distractions and the noise level can escalate.

Additional Employment Conditions:

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, for-cause, and post-accident drug and alcohol testing.

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.

In compliance with TDN laws and policies, the applicant must be in good standing with TDN and its entities. Past employment will also be taken into consideration.

Acknowledgment:

I have read this job description and fully understand the requirements set forth herein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Tolowa Dee-ni' Nation has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all function, responsibilities, skills and abilities. Additional functions and requirements may be assigned by Tolowa Dee-ni' Nation as deemed appropriate. I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

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

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