



Peoria Tribe of Indians of Oklahoma



**Now Hiring**

## Tribal Victim Services Project Coordinator

### **Open Position – Tribal Victim Services Project Coordinator**

**\* Full Time \* Wage: TBD based on education and experience.**

The Peoria Tribe's Victim Services Project Coordinator position will plan, implement, and coordinate victim of crimes services. The Project Coordinator will be responsible for the development of a needs assessment, strategic plan, and implementation. This position provides support for the achievement of the program's philosophy, mission, strategy, and its annual goals and objectives. This position also includes being responsible for federal grants, ensuring completion of all applications, progress reports, financial reports, appropriate expenditures of funds, and other administrative functions.

#### **Qualifications:**

- A Bachelors Degree from a 4-year college or accredited university
- Social Work major or related field preferred
- An equivalent combination of education and verifiable related experience may be sufficient
- Three (3) years minimum experience providing or exposure to crisis intervention, victim advocacy, working with volunteers, and office assistance required
- Supervisory or management experience
- Experience in facilitating educational training programs, and events
- Above average public speaking and communication skills, must be able to speak about and answer difficult questions, ability to work in a fast-paced environment, sound logic, and good problem-solving skills
- Must have positive verifiable past employment references
- Proficiency with Microsoft Outlook, Word, Excel, and PowerPoint
- Grant writing and grant management experience preferred
- Must be able to pass a pre-employment drug screen and adjudicated background check as required by Federal law after a conditional offer of employment is made
- Valid driver's license and a working insured vehicle required at the time of hire

#### **Primary duties and responsibilities include the following. Other duties may be assigned.**

- Development of a needs assessment and a strategic plan — implementation of both.
- Attend continued and advanced OVC training on the victim of crime advocacy and grant compliance.
- Provide telephone consultation for victims of crime.
- Work under the direction of and meet with the Chief to report program progress.
- Assist with all outreach events adding OVC program information and education.
- Assist victims of crime when requested by law enforcement at crime scenes, hospitals, or other safe locations.
- Provide support, referrals, and information related to crime victim's rights and victim compensation information and applications.
- Complete client intake forms, documents services, and referrals provided; conduct thorough case management on all cases to include follow-up contacts.

- Works closely and interacts with detectives, deputies, patrol officers, supervisors, service providers, and other advocates, governmental agencies, and the general public to ensure a survivor's rights and needs are addressed.
- Responds to cases where a victim of crime advocate is required during and after business hours for shifts not covered by volunteers, on a rotational basis.
- Meet with victims of crime to assist with short term and long-term needs including victims of domestic violence, sexual assault, stalking, dating violence, and human trafficking.
- Informs victims of Oklahoma Victims Compensation.
- Strong organizational skills and ability to perform and prioritize multiple tasks within specific deadlines
- Self-motivated and able to build relationships with stakeholders and external partners and lead them towards a common vision
- Assists with presentations to schools, community groups, and others interested in issues related to services for victims of crimes throughout Ottawa County.
- Tribal Community Outreach Events.
- Social media outreach
- Outreach for Victim of Crime Services/Advocacy Education and Awareness for local schools, law enforcement, and tribal agencies.
- Provide Peoria Tribe outreach events to publicize OVC program and services.
- Work with other OVC agencies, local schools, law enforcement, tribal/community agencies, and CCR teams.
- Develop and implement cultural OVC outreach events.
- Must be willing to work flexible hours (nights, evenings, weekends, holidays, etc.) to meet the needs of clients and their families.
- Will be responsible for 24-hour Hotline on a rotating cycle
- Sound judgment when dealing with confidential and sensitive information
- Professionalism and discretion in all areas
- Travel to meet OVC (Office Victims of Crime) continued education standards. Travel to specified domestic violence advocacy training and/or conferences by the OVC. Travel expenses paid by the project.
- Able to confront and solve basic practical issues and problems that may arise in a variety of situations.
- Other duties as assigned/needed.

**Position posted internally and externally**

To apply, you must fill out our standard application form and attach a resume to the application.

Native American preference policy will be followed. Copy of CDIB card must be included with the application, if applicable.

Applications are available at our Tribal Programs Building, located at 118 S. Eight Tribes Trail, Miami, OK 74354 or online at <https://www.peoriatribes.com/>. Call 918-540-2535, If you have any questions.

**Posting Closes: June 14, 2019**