

**TEMPORARY WITH BENEFITS
2 YEAR GRANT**

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Coordinator II (COPE)

EXEMPT: No	JOB CODE: 4-TS T6
TARGET SALARY: \$14.93 to \$17.56/DOQ	SHIFT: M-F 8:00-5:00
PROGRAM: Public Safety	LOCATION: ACC
REPORTS TO: Case Manager (COPE)	

SUMMARY: This position will perform tribal justice related and social services assistance in the implementing the Law Enforcement Assisted Diversion Program for the Neah Bay Public Safety and the implementation of other Comprehensive Opioid Abuse Site-based Programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Coordinate services between the Neah Bay Public Safety, Office of the Prosecutor, Makah Wellness Center, Makah Housing Department and other Social Service as needed.

Enhancing tribal services in response to drug abuse and arrest of low level drug offenses with an emphasis of Opioid Abuse/ Response.

This position will have priority of collecting program data from all tribal agencies participating in the project and reporting on the LEAD/ COPE projects and its progress on a quarterly basis with the complete compilation of the information to be given in a final report at the end of the granting period.

Coordinate with Tribal & State partners in an effort to gather information on programs that are currently being implemented in addressing Opiate abuse and Treatment in the area.

Working as a member of the Makah Wellness Team, Makah Drug Court and other Makah Tribal Social Services in assisting the sustainability and future planning of active and current programs.

Assist the Tribe's law enforcement consultant and police in modifications to the police reporting forms and Makah Tribal Police Policies and Procedures Manual necessary to implement the Law Enforcement Assisted Diversion Program Initiative, as well as modifications to other police procedures necessary to enhance the effectiveness of the Law Enforcement Assisted Diversion Program.

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Work closely with other tribal programs, including Makah Family Services, Makah Tribal Court and Makah Recovery Services in an consultation with the Chief of Police, law enforcement consultant in full implementation of the Law Enforcement Assisted Diversion Program and Comprehensive Opioid Abuse Site- based Programs.

Collect data on all drug related crime, not limited to drug possession, but also including commercial, residential and automobile burglaries, petty thefts, vandalisms, found property, missing person, auto theft, and other crimes with no know suspects.

In collaboration with the Makah Tribal Court and law enforcement consultant, conduct focus on groups with residents regarding the law enforcement issues; receive citizen complains/concerns about potential law enforcement problems; and maintain good relationships with the general public.

Assist in organizing and coordinating public outreach activities such as crime prevention, school visits, neighborhood watch, public safety awareness and methamphetamine awareness.

Testify in Court.

QUALIFICATIONS

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year College or technical school; or two years related experience and/or training; or equivalent combination of education and experience.

One year prior experience as paralegal, attorney, case manager or officer of a court in any jurisdiction.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Washington state Drivers license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

OTHER SKILLS AND ABILITIES

Must have excellent computer skills, in order to perform various word processing, and spreadsheets.

Knowledge of English, grammar, spelling, punctuation, and variety of letter and report format in order to prepare correspondence and reports.

Knowledge of standard filing systems in order to prepare, file, and retrieve various documents efficiently.

Knowledge of tribal procedures and ability to perform work and accomplish tasks in accordance established policies and procedures, practices and priorities, of the office. This includes the ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary.

Ability to effectively interact with all levels of diverse work-force and clientele via telephone and personal contact, maintaining a courteous, helpful and effective manner, and contribute to a positive work environment.

Ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing work to meet deadlines, and ensure accuracy in completing work.

Ability to express oneself clearly, orally and in writing.

Ability to write program reports as required, i.e., daily, monthly, quarterly, year end.

Ability to maintain strict confidentiality of records and information pertinent to the nature of work.

Understanding and familiarity with the culture and history of the Makah Tribe.

Must have knowledge of the key components and operation characteristics of the drug court process.

Must have knowledge and understanding of the chemical dependency treatment concepts and evidence based services and practices and how they work the best in the justice system.

Must have knowledge of the Makah Law and Order Code.

Knowledge of tribal law, states law, regulations and/or ordinances. Implementation of public safety or justice related program.

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Case management or collaboration with more than one justice related program. collecting data, analysis and reporting .

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

SPECIAL REQUIREMENT

Must be 18 years of age by the date of hire.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually very loud.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice.

Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com

OPEN: April 15, 2019
CLOSE: April 26, 2019

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

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PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.