

TEMPORAY WITH BENEFITS THROUGH 12/31/2022

MAKAH TRIBE POSITION DESCRIPTION

**JOB TITLE: Case Manager (Victim Services)
3-year grant**

EXEMPT: No	JOB CODE: 3-SS-T4
TARGET SALARY: \$18.27-\$21.74/DOQ	SHIFT: M-F
PROGRAM: Victim Services	LOCATION: Tribal Center
REPORTS TO: Court Administrator	

SUMMARY: This position will be primarily responsible for comprehensive case management services to victims of crime; on-call/crisis response; education/outreach; and advocacy.

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.

Provide case management and advocacy for all Victim Services Program clients, to include: receiving and documenting cases; disseminating information and referrals to community resources for counseling, medical care, legal assistance, emergency funding, and/or other applicable resources.

Ensure program compliance with Federal, State and Tribal laws, regulations, codes, and/or standards.

Document services as rendered including crisis intervention, safety planning, emergency advocacy, and other related services; and/or performing other related activities.

Prepares for and responds to emergency on-call situations, which includes: training volunteers for on-call response situations; preparing schedules for on-call staff; performing crisis intervention at emergency situations, hospitals, Police Station; disseminating information and referrals; locating shelters for victims; and/or performing other related activities.

Advocates for emergency orders of protection at court hearings. Coordinates the distribution of paperwork to applicable parties and assist victims in seeking longer-term orders through the either civil action or the Prosecutor's office, as applicable.

Provides a variety of miscellaneous services to victims, which may include: escorting victims to court hearings and trials; explaining the criminal justice

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process; facilitating the completion of reports by victims; assisting officers with victims that require assistance to make a statement; consult on difficult or unusual cases; and/or any other related activities.

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

Provide education and outreach to community, clients, other tribal departments through various forms (i.e. staff meetings, community events, etc.)

Assist in organizing and coordinating public outreach activities such as crime prevention, school visits, neighborhood watch, community events related to awareness, etc.

Participate in multidisciplinary team meetings related to Victim Services Program.

Participate in grant required training activities off-reservation and on-reservation.

Coordinate with Tribal & State partners in an effort to gather information on programs that offer services to victims of crime.

Assist the 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.

Work closely with other tribal programs, including Makah Family Services, Makah Tribal Court, Neah Bay Public Safety, Makah Recovery Services, consultant hired to conduct assessment and planning efforts in order to develop and implement the Victim Services Program.

Must be a member of the Makah Tribal Court Bar, in good standing, or the ability to obtain membership within 30 days of employment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

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Bachelor's degree in Social Services, Counseling, or other related field is *preferred*, or a combination of education, training and experience, which provides the required knowledge, skills and abilities to perform the essential functions of the job may be considered.

Must have a minimum of two years of experience in case management.

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.

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

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

Skilled in managing a caseload.

Skilled in preparing a variety of business correspondence and documentation.

Skilled in reading, interpreting, applying and explaining laws, rules, regulations, policies and procedures.

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Skilled in applying independent judgment, personal discretion and resourcefulness in interpreting and applying guidelines.

Skilled in providing crisis intervention.

Skilled in preparing clear and concise reports.

Skilled in communicating effectively with a variety of individuals.

Must have the ability to work flexible hours, weekends and on-call.

Must have ability to maintain sensitive and confidential information.

Must have knowledge of protection orders and emergency protection orders.

Must have knowledge of victim's rights and advocacy techniques, ethical work practices, showing empathy.

Must have knowledge of the Makah Law and Order Code.

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.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

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.

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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: January 2, 2020
CLOSE: January 17, 2020

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

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.