

# TEMPORARY WITH BENEFITS THROUGH DECEMBER 31, 2022

## MAKAH TRIBE POSITION DESCRIPTION

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

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<b>EXEMPT: No</b>	<b>JOB CODE: 4-TS-T6</b>
<b>TARGET SALARY: \$14.05-\$17.56/DOQ</b>	<b>SHIFT: M-F 8:00 to 5:00</b>
<b>PROGRAM: Makah Victim Services</b>	<b>LOCATION: 141 Resort. Dr.</b>
<b>REPORTS TO: Court Administrator</b>	

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**SUMMARY:** Perform work related to the development, implementation and operation of the Victim Services Program, to include: provide advocacy, community outreach, education, collaboration with tribal and non-tribal agencies.

**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.

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

Provides victim advocacy training to program staff.

Advocates for emergency orders of protection at court hearings. Coordinates the distribution of paperwork to applicable parties and assists victims in seeking longer-term orders.

Provide community education and outreach in line with program goals, community needs and strategic plan.

Provides a variety of miscellaneous services to victims, which may include: escorting victims to court hearings and trials; explaining the criminal justice process; facilitating the completion of reports by victims; assisting officers with victims too traumatized to make a statement; consulting on difficult or unusual cases; serving as a liaison with CPS and shelters; and/or, performing other related activities.

Collaborate with Neah Bay Public Safety, Court Administration, health care providers, behavioral health, chemical dependency, cultural leaders, survivors of violence and other identified key team members to establish a multidisciplinary team, define roles, determine plan to coordinate services, etc.

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Coordinate and facilitate multidisciplinary team meetings as mentioned above.

Work with Court Administrator and other grant partners to select an appropriate format and then conduct a comprehensive victim services needs assessment to determine community readiness, strengths, challenges, resources and opportunities. This assessment will inform the planning, development, implementation of the victim services program.

Maintain active participation in Makah Wellness Team.

Work with partners to develop a strategic plan for the development of the proposed victim services program and an implementation plan that is based on the findings of the community needs assessment, which is consistent with this program's overarching goal- to comprehensively serve tribal crime victims.

Track and report progress of program goals and objectives to Court Administrator.

Responsible for development and implementation of policy and procedures, including confidentiality and privacy plans for the program.

Makes necessary arrangements for conferences, meetings, events, including venue, equipment, etc.

Monitor budget reports for accuracies and maintain copies and record of expenditures for grant purposes.

Coordinate and maintain the required continuing education classes to be conducted in order to maintain and enhance the quality of services provided by the victim services program.

Responsible for completion of quarterly, annual and monthly reports submitted to Court Administrator.

Responsible for closely monitoring progress of project Time Task Plan and staff completion of objectives.

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

Develop and maintain list of resources and services for Makah Victim Services clients.

Prepares a variety of curriculum and printed materials for the facilitation of the victim advocacy program, including training materials, forms, booklets, and manuals.

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Participate in training activities off-reservation and on-reservation as required by grant and fund source and the terms of the program.

Collect and collate criminal justice data, Victim Services program data and individual client data for grant reporting and writing purposes within the guidelines of the grant fund source while maintaining client confidentiality.

Must be able to work cooperatively with a diverse group of staff.

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

## **EDUCATION and/or EXPERIENCE:**

High School Diploma or General Education Degree (GED).

Must have minimum of 2 years work experience in justice-related field.

## **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public, in a courteous, professional manner, using tact and diplomacy.

Ability to communicate orally and in writing. This person should be able to express themselves in a clear and concise manner for the purposes of correspondence, reports and instructions, etc. as well as for obtaining information or conveying messages between other staff members, Court customers, etc.

## **MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, and proportions, and percentages, area, circumference, and volume.

## **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. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

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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 the knowledge and understanding of the varied clinical, law enforcement, correction and judicial roles and responsibilities.

Must have knowledge and understanding of Makah culture, cultural norms; ability to assist individual clients with specific cultural development and rehabilitation needs.

Must have the ability to maintain strict confidentiality of records and information pertinent to the nature of the work.

Must possess basic counseling and crisis intervention skills.

Ability to establish and maintain effective working relationships with employees, supervisors, officials and the public.

Must be able to work cooperatively with a diverse group of staff.

Ability to effectively communicate verbally and in writing.

Must have a working competence in computer applications and ability to use major computer software, especially word-processing, spreadsheets and database.

Ability to work under stress, effectively prioritize make sound decisions and solve problems.

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

Must submit to and clear a pre-employment alcohol and drug test.

## **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit. The employee must occasionally lift and/or move up to 25 pounds. *Hazards:* Those traditionally found in court room or office settings; possible but limited exposure to physically threatening situations.

## **SPECIAL REQUIREMENTS:**

Ability to travel as deemed necessary to maintain cooperation between local, county, and state agencies.

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## 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](mailto: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.