



JOB DESCRIPTION

**Bishop Tribal Council
Bishop, California**

Position: Victims of Crime Outreach Coordinator
Department: Social Services
Program: RAVE Program (Relief After Violent Encounters)
Supervised by: Social Services Director
Pay Range: T-8 \$19.57-\$27.40/Hr. (\$40,705.60 - \$56,992 Annually) DOQ
FLSA: Regular, Full Time, Grant Funded

Position Summary: An experienced professional to assume the position as the Victims of Crime Outreach Coordinator with the Bishop Paiute Tribal Social Services Department. The coordinator will coordinate and maintain community outreach activities and collaborations. Under the general supervision of the Social Services Director, the coordinator will be responsible for scheduling, planning and implementation of outreach activities, educational activities and collaborations with internal and external departments and agencies to support victims of crime. The coordinator will also be responsible for planning, leading and facilitating cultural events, activities and group sessions for the community. The coordinator will support and assist the RAVE Staff as needed to ensure victims receive effective and confidential services.

Duties and Responsibilities:

- Maintains calendars and deadlines for outreach activities, educational activities, including but not limited to community events, workshops, trainings, appearances and other related outreach activities.
- Maintains program and victim confidentiality.
- Ability to promote program services through public speaking and engagement.
- Schedules regular outreach exhibitions in surrounding communities.
- Effective and positive communications with collaborative partners.
- Effectively facilitates outreach and educational collaborations with surrounding communities.
- Organizes and implements community services and trainings.
- Engages and works with community partners.
- Responsible for serving as the Victim's Hotline Advocate providing direct service and support to victims via the 24/7 hotline as needed and may include weekends and holidays.
- Organizes and prepares reports as needed.
- Ability to work with Native American communities, with keen sensitivity to Indian Traditions, customs, socio-economic needs.
- Culturally sensitive, conveys empathy for tribal families and individuals.
- Other duties as assigned.

Supervisor Responsibilities: None

Education and Experience:

- AA in Psychology; Social work or Sociology required (Bachelor's preferred) and/or experience in working with victims of crime. (A combination of experience and education may be acceptable).
- Experience working with Tribal Communities.

Other Requirements:

- Must be personable and polite with ability to use discretion, initiative and good judgment in dealing with tribal members and general public in the performance of duties.
- Must complete required Victim Assistance Training within 30 days.
- Must complete required Domestic Violence Training and Sexual Assault Training within 30 days.
- Outstanding verbal and written communication skills with the ability to present outreach and educational community presentation.
- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.
- Shall comply with the Drug-Free Workplace Policy and a Criminal Background Investigation.
- Must have and maintain a valid California Driver's License and to be insurable under the Tribe's existing automobile insurance policy. DMV printout required with application.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.