

PYRAMID LAKE PAIUTE TRIBE

JOB ANNOUNCEMENT

VICTIM SERVICES PROGRAM DIRECTOR

Wadsworth, NV

\$66,060.80 - \$72,841.60, Bi-Weekly, Full-Time, 40 hours per week

Exempt, CL 503, Gr 21, Step 1-3 DOE

Date Posted: 10/30/2024.

Date Closed: 12/02/2024.

DEFINITION: This position will be responsible for the management, program development, and administration of the Pyramid Lake Paiute Tribe's Victim Services Program (VSP). The Program Director will be required to take an active role in applying for funding opportunities within the scope of the VSP. The funding sources are at the federal, state and local level, each with their own requirements for administration and compliance. The Program Director will be required to manage and ensure the balance of fiscal administration and grant compliance with services to individuals and the community. The Program Director will play a critical role in managing the day-to-day effectiveness of the VSP operations and will be proactive in remaining aware of relevant issues with other Tribal and non-Tribal Victim Service programs that will benefit the PLPT communities served. The Program Director will develop and implement systems that increase the quality and efficiency of Victim Services to ensure fulfillment of the VSP's vision statement to promote a safe and secure community by developing and providing quality services and resources that promote victim healing, recovery, and community awareness.

DUTIES AND RESPONSIBILITIES:

Perform grant management functions including writing narratives, post award functions, budget development, report submission, modifications and or revisions, and grant extension requests through the appropriate grant portals.

Effective communication and coordination with PLPT Grants & Contracts Administrator in preparing grant applications for grant funding solicitations.

Complete regular evaluations of grants and their alignment with current trends and dynamics of domestic violence services and be proactive in submitting budget revisions and updated program goals and objectives.

Effectively communicate with federal agency staff and granters.

Develop and evaluate program policies and procedures as well as corresponding program forms.

Maintain statistics on the number of clients served and services provided and evaluate program effectiveness in meeting grant goals and objectives.

Assist in recruitment, hiring, orientation, training, and evaluation of employees.

Coordinate training for employees by providing opportunities for career growth and professional development.

Supervise Victim Services staff and ensure that staff is compliant with grant funding requirements.

Work closely with Tribal Law Enforcement, Tribal Social Services, Tribal Court systems, and other related agencies and organizations to develop laws and policies regarding crime victim issues, and a network of

resources available to clients.

DUTIES AND RESPONSIBILITIES cont.:

Maintain current knowledge of trends and developments in the field of victim advocacy through participation in seminars, workshops, and in-service training.

Adhere to rules of confidentiality of all records, materials, and communication in compliance with the Federal Privacy Act of 1974.

Provide training and outreach in services to the appropriate committees in victim issues and rights. Responsible for overall office tasks, including billing and invoice submission for the program.

Available on an on-call basis for response to walk-in victims and phone emergencies. Conduct intake with victims concerning physical well-being, emotional stability, safety planning, self-sustainability planning dynamics of victimization and domestic violence, and victim rights available under tribal, state, and federal jurisdictions.

Perform other related work as required.

MINIMUM QUALIFICATIONS:

Knowledge of: federal grant funding applications, processes, and requirements; laws, regulations, and best practices governing victim services and programs; functions of law enforcement agencies and the criminal justice system; principles of providing assistance to victims and witnesses of crimes; assessment of community needs and resources for victim advocacy services; program development, monitoring, and evaluation; the principles of supervision, training, and staff development; the principles of finance and budgeting; interviewing and recordkeeping techniques; computer applications and software related to the work performed; economic, social, and educational challenges of Native Americans and their communities; Tribal Law (e.g. PLPT Law and Order Codes) and applicable State and Federal Laws (e.g. Violence Against Women Act).

Ability to: communicate clearly and concisely, orally and in writing; plan, organize, and direct the functions of the Victim Services Program; analyze case problems, evaluate the effectiveness of staff efforts, and provide consultation to staff in solving problems; properly interpret and make decisions in accordance with laws, regulations, and policies; work effectively with those contacted in the course of work; coordinate complex projects and meet established deadlines; effectively manage conflicting priorities; elicit factual information from crime victims in difficult circumstances of deprivation or emotional disturbance; develop community referral resources for crime victims; evaluate training needs and make recommendations accordingly; effectively represent the Victim Services program in contacts with service providers, the public, community organizations and other government agencies; effectively supervise and train assigned staff; maintain accurate records and prepare professional investigative and performance reports as required; maintain all case information in a strictly professional and confidential manner; maintain a good working relationship with the Tribal Council, Tribal Court and other Tribal departments; establish goals and objectives, and follow through on their attainment; provide leadership; determine appropriate course of action in emergency situations; prioritize and coordinate work through others; analyze program effectiveness, financial reports, and staffing requirements.

You must possess a First Aid certificate or CPR or obtain one within three (3) months of hire.

Must have a valid driver's license with good driving record and be insured under the tribal vehicle insurance policy.

Must favorably pass a thorough background investigation.

REQUIRED EXPERIENCE & TRAINING:

Bachelor's Degree in Human Services, Psychology, Criminal Justice, Social Work, or related field and two (2) years' experience, or an Associate's Degree in Human Services, Criminal Justice, or a related field and three-five (3-5) years of supervisory experience in the management of a Tribal or non-Tribal Victim Services, Human Services, or Social Services Program.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or, by calling the Human Resources Office at (775) 574-1000, ext. 1132.

The Pyramid Lake Paiute Tribe is a drug free workplace. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.