



PYRAMID LAKE PAIUTE TRIBE

PO BOX 256
NIXON, NEVADA 89424

JOB ANNOUNCEMENT

VICTIM SERVICES PROGRAM COORDINATOR

Wadsworth, NV

\$53,144.00 - \$58,614.40/An. Regular, Full-Time, Exempt

Class Code: 338, Grade 18, Step 1-3; DOE

Date Posted: 12/13/2024.

Date Closes: 02/28/2025.

DEFINITION:

Provides specialized assistance to Victim Services Advocates through coordinating intervention actions, support services, case management, and disseminating criminal justice information to victims of crime. Assists supporting Victim Services Advocates in working with survivors as they cope with the criminal justice process, develop effective safety plans, and restore people to their previous functional capacity prior to victimization. The Victim Services Coordinator will carry out the implementation of 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. This is a full-time position working forty (40) hours per week and will require overnight travel. To be considered for this opportunity, candidates must have experience of working within the guidelines of federal grants and possess excellent communication and organizational skills.

DUTIES & RESPONSIBILITIES:

- Supervise subordinate staff, and coordinate services with professional staff. Provide training and orientation to departmental staff.
- Review client intakes, case notes and related documentation with advocates concerning the survivors' physical well-being, emotional stability, safety planning, dynamics of victimization and domestic assault, and victim rights available under tribal, state, and federal laws.
- Coordinate crisis intervention, emotional support, financial assistance, food and shelter, and related assistance as indicated.
- Coordinate the assistance of victims, as needed, in filing for applicable compensation, employer communications, court transportation, and related immediate needs.
- Coordinate assistance to victims involved in court proceedings, such as orientation to court procedures, transportation, and emotional support.
- Network with social service providers and community leaders for the purpose of maintaining current referral resources.
- Prepare various records and reports concerning activities performed, i.e., progress/status reports, case notes, victim profiles, and assessments.
- Maintain current knowledge of trends and developments in the field of victim advocacy through participation in seminars, workshops, and in-service training.
- Available on an on-call basis for response to walk-in victims, phone emergencies, and those seeking initial services.
- Assist Program Manager in the administration of program and grant activities in a timely manner and within budget.
- Adhere to the most rigid and strict rules of confidentiality of all records, materials and communication in compliance with the Federal Privacy Act.
- Provide training and consultation services to the Tribe in victim issues and rights. Assist in the development of laws and policies regarding crime victim issues.
- Perform other related work as required.

MINIMUM QUALIFICATIONS:

Knowledge of: rules and regulations governing victim services and programs; functions of law enforcement agencies and the criminal justice system; principles of aiding with victims and witnesses of crimes; community needs for victim/advocacy services; program development, monitoring, and evaluation; interviewing and record keeping techniques; principles of supervision, training and staff development; principles of finance and budgeting; computer applications and software related to the work performed; economic, social, and educational problems of Native Americans and their communities; principles and methodologies of social case work; Federal, State, local public welfare programs; public relations; Indian law and applicable 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 Advocates; investigate case problems, and provide supervision to staff in solving problems; properly interpret and make recommendations in accordance with laws, regulations, and policies; work effectively with those contacted in the course of work; effectively manage conflicting priorities; elicit factual information from crime victims in difficult circumstances of deprivation or emotional disturbance; utilize community referral resources for crime victims; identify 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 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 and staffing requirements.

You must possess a First Aid certificate or CPR or be willing to obtain as soon as feasible.

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

Must favorably pass a thorough background investigation.

REQUIRED EXPERIENCE & TRAINING:

Associate Degree in Human Services, Psychology, Criminal Justice, or related field and three (3) years' experience OR five (5) years' experience that provides broad knowledge of victim services/issues, social service agencies and community resource referral entities, as well as accepted counseling principles and practices. At least two (2) years supervisory experience.

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, Extension 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.