



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Domestic Abuse Program Supervisor**
SUPERVISOR: Family Services Manager
LOCATION: Domestic Abuse Program
POST DATE: March 16, 2023
CLOSING DATE: March 30, 2023

General Description: The primary responsibility of this position is to provide assistance with program management of statewide Native American Shelter and Sexual Assault Program; provide supervision of office staff and to provide support advocacy services as needed.

Qualifications: High School Diploma or equivalent is required. Associate Degree in Human Services or Counseling field is required. Minimum of four years of experience working in Human Services area required. Minimum of two years of administrative experience in fiscal management is required. Previous grant writing experience is necessary. (This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)

Salary: \$28.00-\$32.00/hr. depending on qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Exempt Position Description

A. TITLE OF POSITION: Domestic Abuse Program Supervisor

B. DEPARTMENT: Domestic Abuse Program

C. SUPERVISOR'S TITLE: Family Services Manager

D. DESCRIPTION OF DUTIES: The primary responsibility of this position will be to provide assistance with program management of statewide Native American Shelter and Sexual Assault Program; provide supervision of office staff and to provide support advocacy services as needed. Specific responsibilities include but are not limited to the following:

1. Responsible for fiscal management of the office and shelter.
2. Assist with program and policy development which includes grant writing.
3. Responsible for compliance with all funding sources and Tribal policies including completion of monthly, quarterly, and annual reports.
4. Attend and facilitate weekly staff and client review meetings.
5. Assist with coordination of local and outreach community education.
6. Assist and provide public relations coordination which includes public speaking.
7. Assist as a liaison with local, county, regional, and state agencies in regard to domestic abuse by attending meetings as needed.
8. Attend meetings with Tribal and Non-Tribal agencies to develop and monitor local and outreach coordination of domestic abuse services for Native Americans.
9. Review, update, and renew interagency agreements.
10. Promote Native American cultural and spiritual activities within the program.
11. Promote staff wellness and healthy lifestyles.
12. Provide supervision to Domestic Abuse Office Staff.
13. Assist in supervision of direct client services.
14. Provide orientation, mediation, and evaluation of Domestic Abuse personnel.
15. Responsible for overseeing coordination of record keeping system, including client statistics.
16. Assist advocates with providing advocacy and support services as needed.
17. Provide on-call duties including transportation, crisis management and advocacy as needed.
18. Provide or arrange emergency transportation to the shelter as needed.
19. Assist with providing systems advocacy in relation to domestic abuse and sexual assault services.
20. Participate in appropriate training sessions on domestic abuse, sexual assault, alcohol, and other drug abuse and related issues.
21. Perform other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Heavy, frequent contact with employees and management staff within all levels of the organization. Frequent contact with shelter residents.
2. **External:** Frequent contact with Statewide Native American Shelter, American Indians Against Abuse Board of Directors, Tribal, non-Tribal service providers, and outreach clients.

F. SUPERVISORY RESPONSIBILITIES: Provides oversight and supervision to office staff and assists in supervision of direct client services.

G. SUPERVISION RECEIVED: Performs responsibilities under the supervision of the Family Services Manager.

H. EDUCATION: High School Diploma or equivalent is required. Associate Degree in Human Services or counseling field is required.

I. EXPERIENCE: Minimum of four years' experience working in Human Services area required. Minimum of two years of administrative experience in fiscal management is required. Previous grant writing experience is necessary.

J. SKILLS:

1. Have strong interpersonal skills which include the ability to have empathy, compassion, understanding, and patience with victims of abuse.
2. Have organizational skills, including the willingness to work as part of a team.
3. Have healthy, effective verbal and written communication skills.
4. Able to work collaboratively with service providers, Tribal programs, and community agencies to provide quality services to victims of abuse.
5. Ability to work with persons of varying economic, social, and ethnic backgrounds.
6. Computer skills in Word and Excel.
7. Ability to establish effective working relationships with the courts and law enforcement.
8. Understanding and sensitivity of Native American culture and spirituality for the specific population being served.
9. Good understanding and sensitivity of domestic abuse and sexual assault, AODA issues.
10. Ability to skillfully respond (mentally and physically) to an emergency or crisis situation.
11. Must practice a non-violent, responsible, healthy lifestyle.
12. Must maintain strict confidentiality of client information.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Majority of responsibilities are performed in a normal office environment.
2. **Exposure to Hazards:** May be exposed to situations where client behaviors may create undesirable conditions.
3. **Physical Requirements:** Standing, sitting, walking, bending, and light lifting is required.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Domestic Abuse Program Supervisor to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Must attend all mandatory meetings and participate in training and development activities. Must have a valid driver’s license and be insurable with daily access to a vehicle for work related transportation. Must maintain a working home/cell phone. Must be able to work flexible schedule including evenings, weekends, and holidays as needed. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee **Date**

Manager **Date**

Previously signed

Tribal Administrator **Date**

Previously signed

Human Resources Director **Date**