



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Tribal Victim Services Case Coordinator
SUPERVISOR: State of Emergency Program Analyst/TVS Director
LOCATION: State of Emergency
POST DATE: November 8, 2023
CLOSING DATE: Open until filled

General Description: The primary responsibility of this position is to implement the goals of the Office for Victims of Crime, Tribal Victim Services OVC/TVS grant. This position will coordinate the delivery of the activities of the grant and assist in the oversight and tracking of resources to sustain the program goals and objectives. The position will ensure the adherence of the OVC/TVS to the program model and grant requirements.

Qualifications: High School Diploma or equivalent is required. Two-year Associates Degree in Human or Social Services preferred or training and/or life experiences in lieu of education will be considered. Valid Wisconsin Driver's License and liability insurance is required. Must be able to successfully pass a BIA Background Check.

Salary: \$20.00-\$24.00 depending upon 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
Nonexempt Position Description**

A. TITLE OF POSITION: Tribal Victim Services Case Coordinator

B. DEPARTMENT: State of Emergency

C. SUPERVISOR'S TITLE: State of Emergency Program Analyst/TVS Director

D. DESCRIPTION OF DUTIES: The primary responsibilities of this position are to implement the goals of the Office for Victims of Crime, Tribal Victim Services, OVC/TVS grant. This position will coordinate the delivery of the activities of the grant and assist in the oversight and tracking of resources to sustain the program goals and objectives. The position will ensure the adherence of the OVC/TVS to the program model and grant requirements. Specific responsibilities include but are not limited to the following:

1. Coordinate and facilitate Elders/Vulnerable Adult Abuse Committee meetings.
2. Coordinate and ensure regular OVC/TVS meetings.
3. Facilitate the delivery of staff training and training of key OVC/TVS partners as required by the grant and by best practices.
4. Conduct presentations and other forms of outreach to promote awareness of the OVC/TVS Program.
5. Oversee the development and updating of program policies and procedures, strategic plans, manuals, and other program documents.
6. Ensure timely and accurate administration of uniform OVC/TVS assessment tools.
7. Ensure the development of timely and thorough Plans of Care for OVC/TVS program participants.
8. Monitor and oversee referrals and services for OVC/TVS program participants.
9. Coordinate with program staff to ensure tracking and reporting of required outcome data and other information required by the funder in a timely manner.
10. Explore opportunities to sustain funding and resources of the OVC/TVS program.
11. All other related duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Contact with clients, coordinated program managers, medical social workers, or any related referral staff.
2. **External:** Contact with referring programs, mental health and substance use disorder professionals, OVC/TVS technical assistance and training staff, and other required external staff to meet the goals and objectives of the grant.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Operates independently with supervision received from State of Emergency Program Analyst.

H. EDUCATION: High School Diploma or equivalent is required. Two-year Associates Degree in Human or Social Services or training and/or life experiences in lieu of education will be considered.

I. EXPERIENCE: Minimum of one-year experience working in the Human Service area. Must have data collection and reporting experience.

J. SKILLS:

1. Two years of Human or Social Services Program planning, Development, evaluation, management, and fiscal analysis, or an equivalent combination of training, education and experience that would provide the required knowledge and abilities.
2. Comply with all applicable laws, regulations, and professional and ethical standards.
3. Strong interpersonal and organizational skills, including the ability to work as part of a team and effectively communicate with adults and their children.
4. Ability to work with families and individuals of varying economic, social, and ethnic backgrounds.
5. Must be able to incorporate trauma informed programming and response with clients and staff.
6. Ability to respond appropriately to an emergency situation or crisis situation.
7. Must be proficient in Microsoft Office Suites.
8. Must be familiar with data collection and reporting tools.
9. Have an understanding and sensitivity of Native American culture.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** This position will work primarily in an office setting, but will be required to leave the office frequently to meet with various community members.
2. **Exposure to Hazards:** This position does require frequent driving and the risk of injury by automobile exists.
3. **Physical Requirements:** This position requires standing, sitting, walking, bending, and some light lifting.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Tribal Victim Service Coordinator 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. A valid WI Driver's license and liability insurance is required. Must be able to work irregular hours, weekends and holidays. As an employee of

