

Fort Belknap Indian Community

Position:	Tiwahe Family Advocacy Coordinator	Department:	Planning Department
Status:	PTE/Permanent	Supervisor:	Planning Director
Supervision Exercised:	No	Wage:	DOE

Summary of Responsibilities:

The Tiwahe Family Advocacy Coordinator is responsible for the planning, development, implementation, continuation, monitoring and improvement of the Tiwahe Project under the Planning Department, in support of the Fort Belknap Indian Tribe's organizational mission and goals. The Family Advocacy Coordinator will be responsible for coordinating project goals and objectives of the FBIC and BIA, local tribal, federal and state partners and service providers. This position will be responsible for providing technical assistance and training to tribal leaders, community members, and families; recruitment of staff and retention planning; assisting with policy and protocol development; and assist with the evaluation efforts to improve outcomes and/or strategies for more effective services to tribal children, youth and families of the Fort Belknap Indian Community.

Essential Duties and Responsibilities:

- Provide project oversight and coordination on the Tribal Tiwahe Demonstration Project. This individual will serve as the primary point of contact for the Tribe. The Tiwahe Project's goal is to strengthen American Indian and Native American (AI/AN) communities and families through a tribally-driven and culturally relevant service model with an emphasis on intervention and prevention services.
- Coordinates project goals and objectives with other key tribal service programs including Social Services, Law Enforcement, Tribal Courts, ICWA, Job Placement and Training/477 Program and/or other Tribal Programs.
- Serve as a liaison between the Tribe and the BIA, Office of Indian Services, BIA, Office of Justice Services (OJS), Bureau of Indian Education (BIE), and other Federal agencies such as the Department of Justice (DOJ), Department of Health and Human Services (DHHS), Department of Labor (DOL), and Department of Housing and Urban Development to coordinate resources and services for healthier and safer Fort Belknap families.
- Provide oversight and monitoring of the Tiwahe Project Plan. This includes managing the project budget; managing project resource allocation; plan and schedule project timelines, and track project deliverables in accordance with the Project Plan. This will also include providing detailed reports and performance outcomes in coordination with other Tribal programs.

FBIC Position Description

- Manage program evaluations and assessments, focusing on identifying and disseminating best practices and performance measurement outcomes. Use key performance parameters to monitor work performance, measure results, ensure deliverables and services meet or exceed the Project plan, support management and decision-making, and facilitate communications.
- Meets with management, key stakeholders, and tribal officials/staff to discuss issues relating to Tribal programs for AI/AN children, the elderly, and families in relation to the Tiwahe Project Plan.
- Monitors and/or assesses execution of applicable programs with responsibility in making recommendations on all phases of Tiwahe Project Plan. Identifies areas of improvement and strength and provides guidance on the attainment of such recommendations.

Education and/or Experience

- A bachelor's degree in Public Policy, Public Health, Family and Consumer Sciences Education, Social Work or related field. Master's degree preferred.
- A minimum of two years documented work experience in public policy matters which may include organizing activities.

Knowledge, Skills, and Abilities

- Ability to perform in a self-directed manner while multi-tasking; and work well both independently and in teams. Knowledge on techniques in individual and group facilitation, building workgroups, coalitions and partnerships.
- Familiar with the violence Against Women Act (2005), the violence Against Women Re-Authorization Act (2013), the Indian Child Welfare Act, the BIA Financial Assistance and Social Services Program 25 CFR Part 20, and Family Court procedures
- Excellent Public Speaking and presentation skills
- Ability to connect with others and forge strong relationships
- Committed to the mission of serving the Fort Belknap Indian Tribal Community and Programs
- Highly organized, analytical, IT-competent - proficient in Microsoft Office programs and tracking databases
- Ability to perform several tasks concurrently, time management and organizational skills
- Ability to support, network and highly motivated
- Ability to maintain confidential information
- Ability to organize and maintain detailed records; complete necessary paperwork and meet deadlines

FBIC Position Description

- Strong writing and communication skills
- Knowledge of budget preparation, control and management

Requirements

- Able to pass a criminal background check and drug screening
- Native preference applies in filling this position; those not entitled to native preference will receive consideration without discrimination
- Must have a valid Montana State Drivers License

Reasoning Ability

The Tiwahe Family Advocacy Coordinator shall have the ability to define problems, collect data, establish facts and draw valid conclusions.

Maintain daily contact with multiple tribal program staff to interpret and explain organizational missions, programs, objectives and standards, discuss issues, and provide and receive information for the Tiwahe Project.

Maintain contact with internal/external community groups, agencies, schools and others to assist in resolving problems and formulating solutions.

Working Relationships

Must interact professionally with various agencies including Tribal, State, County, and Federal Agencies

Must be able to work closely and communicate professionally among various Tribal, State, Local and Federal Programs.