



PETERSBURG INDIAN ASSOCIATION

PO Box 1410

15 N. 12th Street

Petersburg, Alaska 99833

Phone: 907-772-3636

Fax: 907-772-3637

Job Title: Tribal Victim Services Director

Location: Petersburg, Alaska

Department: Victim Services

Reports to: Tribal Administrator

Employment Type: Full-Time Monday- Friday

Wages: \$31-35/hr DOE

Job Description:

PIA is looking for a professional to serve as the Tribal Victim Services Director with the responsibility of supporting and understanding Tribal citizens affected by crime. This position also includes advocating for Murder and Missing Indigenous Peoples and requires someone who is dedicated to ensuring respect and confidentiality to survivors in the community.

Duties

- Conduct needs assessments and strategic planning on how to best serve local Tribal citizens who are survivors of crime.
- Work with other community organizations to expand services to Tribal citizens who are survivors of crime.
- Conduct community outreach and education about crime victimization and available services.
- Support Tribal citizens affected by crime by offering direct services.
- **Ensures confidentiality of client information.**
- Conduct initial assessments and screening to identify survivors' immediate needs and safety concerns and refer to additional services when needed.
- Offer information on legal processes and provide support during court proceedings, if applicable.
- Must have the ability to remain calm and objective and to perform under stressful situations.
- Provides case management services by referring individuals and families to local resources to assist the family with services other than financial assistance. For example, housing, unemployment, child support, marital counseling, substance abuse and alcohol treatment or prevention services, etc.
- Other duties as assigned.

MMIP Advocacy

- Support families of missing and murdered indigenous peoples (MMIP)
- Generate Awareness of MMIP among community members in general, as well as individual cases; and
- Collaborate with Tribal, Federal, State and Local officials to respond to MMIP cases.
- Coordinate traditional healing practices for Tribal citizens affected by crime.
- Develop response protocols among a multidisciplinary, interjurisdictional group of agencies and organizations responsible for responding to cases of MMIP.



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QUALIFICATIONS / REQUIREMENTS

- Knowledge of interrelationships between State agencies and agencies of the Federal government in order to establish and maintain effective working relationships.
- Ability to communicate both orally and in writing. Ability to analyze information in a logical, sequential manner and to make concise written presentation of findings.
- Ability to work directly with families by utilizing social work techniques of interviewing, assessing problems, case-planning and monitoring client progress/problems.
- Bachelor's degree from an accredited institution with a major in social, behavioral or health science, law or related field. Substitution: Three years of any combination of postsecondary education in social, behavioral or health science, law or related field and/or technical experience (at any level) providing assistance, information or referrals to the public related to social services, health care or legal services may substitute for the bachelor's degree.
- Demonstrates knowledge of cultural and traditional Tribal lifestyle of the community.
- Valid Alaska driver's license.
- Must undergo and clear a pre-employment drug screening, background check, and character investigation.
- Adheres to the Petersburg Indian Association Employee Confidentiality Agreement.
- Adheres to the Petersburg Indian Association Code of Conduct.
- Native preference applies.

Benefits:

- The Petersburg Indian Association offers a competitive benefits package, including paid time off and retirement plan options.

Interested candidates should submit an application to Careers@piatribal.org