FORT BELKNAP INDIAN COMMUNITY
FORT BELKNAP AGENCY
656 AGENCY MAIN STREET
HARLEM, MT 59526

TITLE: Domestic Violence Coordinator
PROGRAM: Domestic Violence Program
DEPARTMENT: Social Services

STATUS: Permanent/Full-time
SALARY: $16.00
LOCATION: Fort Belknap Agency

SUPERVISION RECEIVED:
Position is under the direction of the Tribal Social Services Director.

DESCRIPTION OF WORK:
Will provide case management to program clients and coordinate with other service agencies in the area.
To provide public awareness in the area of domestic violence.

GENERAL DESCRIPTION OF DUTIES:
1. Will develop domestic violence training for presentation in all communities.
2. Will develop domestic violence brochures and provide educational material on domestic violence to all communities.
3. Will provide case management to victims of domestic violence.
4. Will partner with other service providers to identify clients and formulate an emergency response and domestic violence prevention plan.
5. Work with families to identify pertinent issues.
6. Provides parents with community resource information and referrals.
7. Conducts program intakes and initial assessment of family needs addressing parenting education, safety concerns, family violence and basic needs.
8. Will maintain project data for reporting and program development.
9. Responsible for monthly, quarterly and annual reports for social services program & grants.
10. Responsible for child abuse and neglect reporting.
11. Will work closely with the child welfare investigators in providing supportive services to domestic violence related child protection referrals.
12. Performs other duties that are reasonably expected to promote the efficiency of the Domestic Violence Program and Social Services.
13. Will participate with the on-call schedule.
14. Attends community meetings as needed and determined by supervisor.
15. Meets with supervisor and other social services staff for weekly meetings to discuss cases or on an "as needed" basis.
16. Adheres to the Fort Belknap Tribal Policies and Procedures Manual. Must at ALL times, remain Confidential

EDUCATION AND EXPERIENCE:
Any combination of education and experience that provides the required knowledge and skills are qualifying. Prefer one year experience in an educational or social service field, working with children and families that are victims of domestic violence/sexual assault.

Knowledge of: Family assessments and case management related activities and procedures. Skills: Planning, organizing and coordinating activities, supervising, training and evaluating staff; presenting ideas clearly and concisely in verbal and written form, public speaking, establishing effective working relationships with all individuals and groups contacted; participating in and effectively conducting meetings; analyzing situations accurately and taking effective action; organizing events and materials; delegating responsibilities; problem solving; maintaining accurate records.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:
Administers work to the Fort Belknap Indian Community, typically in clients' homes. Frequent contacts with clients and coordination with other public and private agencies (i.e., school, courts, clinics, law enforcement, etc.) are required. Involves frequent driving, walking and standing. Must be able to assist physically dependant individuals. May require modifying existing work schedules or flexing hours to meet client and community needs.

KNOWLEDGE, SKILLS AND ABILITIES:
Skills in planning and organizing work activities to meet established objectives. Demonstrated attention to detail, organization, time management, problem solving and prioritization with the ability to work well both independently and as a positive contributor to a team environment. Ability to manage multiple challenges and issues, adapt to changing circumstances and develop and implement creative solutions. Ability to establish and maintain effective working relationships with diverse communities, agencies, staff and families. Ability to communicate effectively both orally and in writing with tact, diplomacy and sensitivity. Knowledge of available community resources. Knowledge of applicable laws and protocols governing victim confidentiality. Skills in planning and organizing work activities to meet established objectives. Ability to work independently with minimal supervision. Ability to both lead and work effectively as part of a team/staff.

SPECIAL CONDITIONS:
1. Possess a valid State of Montana Driver License and be eligible at ordinary cost for inclusion with the Tribal Master Insurance Policy and Private Insurance.
2. Submit and pass a thorough background check. Please note: If you have already completed a background check in the last year, it can be included with the application, the Human Resources office will arrange its own background check shortly after hire.
3. Incumbent will be subject to the Fort Belknap Community Substance Abuse and Prevention and Drug/Alcohol Policy.
4. Breach of confidentiality will be cause for immediate release of employment.

EVALUATION:
Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.