

Fort Belknap Indian Community  
656 Agency Main Street  
Harlem, MT 59526

**Position:** Tiwahe Asst. Family Advocacy Coordinator      **Status:** Full Time

**Department:** Tiwahe Initiative      **Supervisor:** Tiwahe Family Advocacy Coordinator

**Supervision Exercised:** None      **Wage:** \$25-27 DOE

**Supervision Received:** Incumbent will work under the general supervision of the Family Advocacy Coordinator.

**Supervision Exercised:** None.

**Position Summary:**

The Tiwahe Assistant Family Advocacy Coordinator is will assist in 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 Assistant 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:**

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive:*

- Assist in providing project oversight and coordination on the Tribal Tiwahe Demonstration Project. The Tiwahe Project's goal is to strengthen American Indian and Alaskan Native communities and families through a tribally driven and culturally relevant service model with an emphasis on intervention and prevention services.
- Assist in coordinating 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.
- Assist in serving 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).

- Assist in providing oversight and monitoring of the Tiwahe Project Plan. Including 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.
- Assist in managing 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 deliverable and services meet or exceed the Project plan, support management and decision-making, and facilitate communications.
- Assist in meeting 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.
- Assist in monitoring and/or assessing 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.

#### **Knowledge, Skills, Certifications, 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 other and forge strong relationships.
- Committed to the mission of serving the Fort Belknap Indian Tribal Community and Programs.
- Highly organized and 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.
- Strong writing and communication skills
- Knowledge of budget preparation, control and management.

#### **Education:**

- Bachelor's degree in Public Policy, Public Health, Family and Consumer Sciences, Education, Social Work, Sociology, or related field.

#### **Special Conditions:**

- Must be able to pass an adjudicated background investigation prior to hire.
- Incumbent will be subject to and must comply with the Fort Belknap Community Council Substance Abuse Prevention, Drug, and Alcohol testing policy.
- Must be twenty-one (21) years of age at time of hire.
- Must never have been charged with a felony; or misdemeanor within three (3) years of applying position in any jurisdiction.
- Must possess a valid MT driver's license and be insurable by the FBIC Insurance Master Plan.
- Must be an enrolled member of a federally recognized tribe.

**Note:**

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer. The Fort Belknap Indian Community reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract.

**IMMIGRATION REFORM AND CONTROL ACT.** Requires all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

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*Indian Preference Employer as Required by Law*

Revised: 10/5/18

Approved:  CAO