



NEVADA URBAN INDIANS, INC. JOB DESCRIPTION

Title: Program Coordinator - Victim Services
Department: Domestic Violence
Exemption: Non-Exempt – Eligible for Overtime
Supervisor: Executive Director
Employment Decree: Employment with Nevada Urban Indians is “At-Will” and not for any specified term. Either party (employee or employer) can terminate employment at any time, for any reason, with or without any notice.

DESCRIPTION:

Job Summary: Under the direct supervision of the Executive Director, provide intervention services to victims of domestic violence and sexual assault, with the goal of breaking the intergenerational cycle of violence.

MINIMUM QUALIFICATIONS:

Experience & Training Guidelines:

Graduation from an accredited college or university with a degree in the field of social and/or human services, psychology, criminal justice or a related field and two (2) years experience working with domestic violence, victims in an advocacy field and work within the legal system;

License:

Preference will be given to a qualified, Nevada licensed, Social Worker.

Must possess a valid Nevada Driver’s License, provide proof of a current good driving record; and be capable of being insured to operate a motor vehicle.

Conditions of Employment:

On day of appointment, must have fingerprints taken and complete a criminal background check with satisfactory results, cost of which will be paid by the employer (depending on funding source).

On day of appointment, must submit to a pre-employment drug screening with satisfactory results. Employment with NUI is contingent upon satisfactory results of background check and drug screen.

Physical Demands:

Work is primarily performed in an office. Requires the ability to work under the stress associated with working with victims of criminal acts. Ability to manage exposure to potential or actual physical threat of harm, hostile and/or confrontational interpersonal activities and the physical and emotional distress of individuals seeking assistance

ESSENTIAL FUNCTIONS: duties and responsibilities may include, but are not limited to, the following:

- Provide direct services to primary and/or secondary victims involved in domestic violence and/or sexual assaults

ESSENTIAL FUNCTIONS: (cont.)

- Initiate intake and assessment of service needs with adult family member (i.e. counseling, community referral, advocacy, etc.)
- Advocates for victims by assisting with scheduling various appointments (i.e. medical needs, law enforcement services, employer notification, landlord/tenant issues, child care services, intervening as a liaison, when needed, etc.). Accompany clients to legal proceedings and appointments when requested by client.
- Assist in stabilizing the family through referral of various services (i.e. emergency shelter, obtaining food, child care services, educational services, counseling services, etc.)
- Provide victim with complete and accurate information regarding shelter residence and/or house rules
- Maintain professional relationship with shelter manager; clean shelter following use by client; launder towels and sheets
- Arrange for and/or provide transportation for clients to and from appointments and meetings necessary for reaching self sufficiency and independence
- Inform victims of client rights and availability of victims compensation
- Inform Executive Director of daily shelter activities and client needs
- Attend staff meetings; participate in ongoing educational opportunities
- Compile monthly, quarterly and annual reports to funding agencies, Executive Director and Board of Directors; maintain professional relationship with representatives from various funding agencies
- Research grant possibilities and report findings to Executive Director
- Collect, compile and maintain statistical data and relevant reports on client data, program services and activities
- Assist with coordination and planning of organizational events

KNOWLEDGE, SKILLS AND ABILITIES:

Working Knowledge of:

Criminal justice system and related domestic violence laws; basic interviewing practices; coaching and mentoring techniques; counseling and crisis intervention techniques; legal and law enforcement terminology; resources, services, organizations and functions of various community programs for crime victims and NUI programs; problem solving relative to the cycle of domestic violence; support in developing safety plans; information regarding the court process, protective and restraining orders; referrals to shelters, counseling and support groups; research methods and report writing; financial, clerical and statistical recordkeeping techniques;

Ability to:

Communicate effectively, both orally and in writing; explain laws, codes, regulations, policies and procedures to individuals with limited knowledge of the criminal justice and court system; work independently and follow through on cases with minimal direction and within statutory time frames; interpret rules, regulations, policies and procedures and explain such; receive inquiries and provide information; conduct effective interviews and obtain relevant information from persons in crisis; evaluate responses; establish and maintain effective, courteous and cooperative working relationships with all urban Indians, co-workers, law enforcement agencies, health care providers, educational organizations, etc; recognize evidence of domestic violence

KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

Ability to: (cont.)

and relay observations to Executive Director; interact effectively with persons from varying social, economic and cultural backgrounds; establish rapport and gain trust of others; establish and maintain records in a confidential manner; document facts and prepare clear and understandable case notes

Skill in: use of a computer and various software programs

SPECIAL NOTE:

Nevada Urban Indians, Inc. is an equal opportunity employer and encourages all qualified applicants to contact the agency about employment opportunities. Indian hiring preference may apply to some positions dependent upon funding agency (i.e. Bureau of Indian Affairs, Title V, Johnson O'Malley, and Indian Health Service funded positions).

ESTABLISHED: July 25, 2005

REVISED: June 23, 2008
June 29, 2009
June 27, 2011

NUI Board Chairperson