



NEVADA URBAN INDIANS, INC. JOB DESCRIPTION

POSITION TITLE: Victim Services Family Support (VSFS) Coordinator
STATUS: 40 hours/week -non-exempt; \$27.04 + per hour. Health insurance benefits at no cost will be available for employee who works 30 hours or more per week.
LOCATION: Reno
HOW TO APPLY: Please submit a completed employment application, resume, cover letter, and copy of diploma to the address, fax, or email below. **Applicants who do not fill out the application will not be considered.** Job application is available on our website or by contacting Human Resources department listed below.
POSTING PERIOD: Open until filled

DESCRIPTION:

Job Summary: Under the direct supervision of the Executive Director, provide intervention services to family at risk of homelessness and removal of children, victims of domestic violence, stalking, and sexual assault. Coordinate staff and day to day operation within the VSP department.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university in the field of social and/or human services, psychology, criminal justice, or a related field and at least two (2) years' experience in coordinating the victim service program and/or family support. Must have experience in writing and/or assisting multiple grants and handling 20 or more caseloads per day. Master degree in related field preferred.

CONDITIONS OF EMPLOYMENT: Must submit to a pre-employment drug screening including illicit drugs and Tuberculosis, and criminal background check, within 24 hours after the offer accepted, prior to the start of employment. Employment with NUI is contingent upon satisfactory results of pre-employment background check which may include but are not limited to criminal background check, drug screening, child abuse and neglect screening, employment reference checks for current and former employers, academic credentials check, and licensure before the first date of hire or soon after. Must have a current CPR card or be able to obtain one. Must provide a copy of driver license and proof of auto insurance.

Physical Demands:

Work is performed in a standard medical office environment. May require sitting and/or standing for prolonged periods of time; moderate or light lifting of objects up to 25 pounds; dexterity in use of hands and fingers in times of extended use of a computer keyboard in data entry and/or repetitive correspondence or documents; exposure to computer screens. Use of modern office equipment, including but not limited to: telephone, computers, printers, scanners, calculators, photocopiers, facsimile and postage machines, and recorders.

ESSENTIAL FUNCTIONS:

Duties and responsibilities may include, but are not limited to, the following:

- Read, understand, and write grants as well as corresponding budget
- Meet conditions of grant and ensure work is performed within grant budget
- Maintain statistics on number of client served and services provided as well as compile and submit written monthly report on program activities in a timely manner
- Able to obtain and maintain 20 or more caseloads per day effectively
- Provide intervention services to family at risk of homelessness and removal of children
- Provide direct services to primary and/or secondary victims involved in domestic violence, stalking, and sexual assault.
- Initiate intake and assessment of service needs with adult family member (i.e. counseling, community referral, advocacy, emergency shelter, obtaining food, child care services, educational services, etc.)

- Advocates for family at risk of homelessness and 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
- Arrange for and/or provide transportation for clients to and from appointments and meetings necessary for reaching self-sufficiency and independence
- Coordinate and supervise children and their behaviors as well as oversee various individual or group activities such as coloring, art projects, etc.
- Inform the family at risk of homelessness as well as victims of their rights and availability of their compensation.
- Make progress notes on services provided and develop plan for self-sufficiency
- Inputting client data into electronic RPMS database system
- Collect, compile, and maintain statistical data and relevant reports on client data, program services and activities
- Compile monthly, quarterly, and annual reports to funding agencies, Executive Director, and Board of Directors
- Coordinate VSFS staff and day to day operation
- Conduct talk circles, workshops, and support groups for clients on subjects that correspond with client needs
- Cross training with other VSFS staff and/or other NUI program
- Provide face to face communication with other VSFS staff and Executive Director
- Attend VSFS meetings and NUI staff meetings
- Establish relations with various family at risk of homelessness and victim crime entities, such as state VOCA, IHS, BIA, law enforcement, etc.; maintain affiliation with domestic violence task force through limited participation in task force meetings if necessary, in hopes of increasing NUI referrals
- Maintain professional relationship within Nevada Urban Indians, Inc., and with representatives from various funding agencies
- Assist with coordination and planning of organizational events
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

Working Knowledge of: Basic interviewing practices; counseling and crisis intervention techniques; resources, services, organizations and functions of various community programs for victim of crime.

Ability to: Communicate effectively, both orally and in writing. 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. Able to submit reports on a timely manner. 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).

Please Note: NUI reserves the right to change or modify job duties and assignments at any time. The above job descriptions is not all encompassing. Position functions and qualifications may vary depending on business necessity.

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