



Quileute Tribal Council
• QUILEUTE INDIAN TRIBE •



Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368

Quileute Tribe Job Description

Volunteer Coordinator for Quileute Child Advocacy Program (QCAP)

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350

Or via email: hr@quileutenation.org

Ensure your Application contains:

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Tribal Enrollment Verification
5. Diploma(s) High School, College
6. Certification(s)
7. Unofficial Transcripts
8. Driver's License
9. Writing Sample(S) if required

NOTE: Incomplete applications will not be considered.

Position: **Volunteer Coordinator for Quileute Child Advocacy Program (QCAP)**
Supervisor: Court Administrator
Location: Tribal Court
Work Info: 40Hrs/Wk; 8am – 4pm; M-F; Limited work hours may be completed after hours of operations as needed
Salary: \$18.00-\$21.00
Open/Closes: **Until Filled**

RESPONSIBILITIES:

The QCAP Volunteer Coordinator will be responsible for recruitment, training, and supervision of Court Appointed Child Advocates who will serve as volunteer advocates for children in active dependency through the Quileute Tribal Court.

A strong emphasis on the safety, well-being and permanency as each child is the focus for every volunteer. The program requires a person who understands the extent and character of child abuse/neglect, and who is familiar with policies and legislation seeking to address the issues. The QCAP Volunteer Coordinator is a critical partner in advancing these goals. This position is grant funded by OCVA. Some work hours will be conducted outside the normal hours of business operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Conduct and oversee recruitment, screening, training and supervision of volunteers.
- Provide professional perspectives to staff and volunteers regarding services.
- Maintain record keeping systems and procedures.
- Provide volunteers with community based and crisis intervention resource information, and court report forms to assist with report writing.
- Develop and maintain procedures for managing information systems.
- Serve as a professional liaison to the court, agency personnel and the advisory board.
- Plan program growth and development, including special projects, assisting with budgeting, annual work plans and analysis of trends in program services.
- Represent the program to networks of service providers and coalitions dealing with child welfare.
- Oversee day-to-day volunteer operations.
- Provide testimony in legal proceedings/court as required.
- Review and edit court reports as needed prior to submission.
- Attend emergency volunteer hearings on short notice.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THE POSITION:

- Experience working within Tribal communities.
- Understanding of the dynamics of child abuse and neglect.

- Ability to facilitate child advocacy training for volunteers and staff.
- Good communication skills.
- Ability to plan, organize, supervise, and evaluate the program operations
- Knowledge of the child welfare system.
- Familiarity with Tribal resources and the best approach to utilize said resources.
- Respect for the culture and traditions of the Quileute Tribe.
- Must be able to follow directions and guidelines.
- Knowledge of budgeting methods.
- Ability to display a high degree of professionalism while keeping difficult situations in proper perspective.

EDUCATION / EXPERIENCE REQUIREMENTS:

- One of the following requirements must be met:
 - (1) Bachelor's degree in criminology, human development, or related field
OR
 - (2) Associate degree in criminology, human development, or related field and 2 years of relevant experience in social services, child abuse and/or neglect, child welfare, or criminology
OR
 - (3) Combination of education and relevant experience that totals 5 years.
- Must possess ability to understand, learn about, and appreciate the significant cultural diversity of the Quileute people.
- Ability to abide by confidentiality policies.
- Must be able to comply with the Tribe's Drug-Free Workplace policy.
- Must successfully clear a National and Tribal criminal background check.
- Must have a valid driver's license.
- Must have excellent written and verbal communication skills.
- Flexibility to work some evenings and weekends.
- Confident and articulate when presenting information to others in formal setting.
- Ability to remain calm and act in a professional manner in stressful situations.

SPECIAL CERTIFICATIONS REQUIRED:

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screen and reference check.

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization. The candidate who has the qualifying education requirement will be given first preference for the position.

HOW TO APPLY: Please submit a resume, cover letter and the Quileute Tribe application to the address listed below. Incomplete applications will not be considered. A copy of your Driver's License will need to be submitted too.

Applications can be obtained at www.quileutenation.org/job-openings/

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