



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



Job Description

New Beginnings Program Manager

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

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

Via email: hr@quileutenation.org

-OR-

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

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, If Applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **New Beginnings Program Manager**
Supervisor: Operations Manager
Location: Health Clinic
Work Info: 40 Hrs/Week; 8am-4pm; M-F
Salary: DOQ/E (hourly wage)

POSITION SUMMARY:

This grant-funded position will act on behalf of and in support of victims/survivors of domestic violence, dating violence, sexual assault, stalking, and elder abuse, who are living on or near the Quileute Reservation and Quileute's living throughout Clallam County to ensure their interests are represented and their rights upheld. This position is also responsible for oversight of prevention programs within the New Beginnings Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Support Victim Advocate in providing counseling and advocacy regarding victims/survivors of domestic violence, dating violence, sexual assault, stalking and elder abuse
- Ensure that all members of the Council, Court, Law Enforcement and other relevant staff receive training and cross training including but not limited to: advocacy training, cultural sensitivity, legal training, and victim sensitivity, and provide opportunities for that completion
- Develop educational, prevention, awareness materials and organize community- wide events, programs, and trainings concerning victims/survivors of domestic violence, dating violence, sexual assault, stalking, and elder abuse
- Conduct client intake and assessment
- Provide information and referrals for clients and callers
- Directly oversee New Beginnings staff and program contractors
- Supervise and conduct semi-annual performance-based evaluations
- Assist with grant application submittal and preparation of quarterly or annual reports as required by granting agencies
- Coordinate and plan program-funded activities
- Act as Liaison between the Tribe and outside funding agencies and groups by participating in meetings and discussions
- Travel for trainings and conferences as required by the job and grants
- Assist clients in accessing financial assistance
- Network with supporting service providers including childcare, education, housing, employment, mental health, and chemical dependency
- Keep current, accurate client records and data for reporting and administrative use
- Pursue training and networking opportunities
- Transport emergency cases to medical, mental health, legal, and other essential services
- Update/develop policies for implementation
- Must adhere to the highest level of confidentiality
- Other duties as assigned by the Operations Manager and Health Director

SKILLS, KNOWLEDGE AND ABILITIES

- Must be 18 years of age or older
- Commitment to the prevention of domestic violence, dating violence, sexual assault, stalking and elder abuse
- Good oral and written communication skills
- Demonstrated ability to work cooperatively with staff, clients, referral sources, the community, volunteers, and the Advocacy Council from a variety of racial, cultural, and economic backgrounds and with various religious beliefs, lifestyles, sexual orientations, age variance, and differing abilities
- Demonstrated ability to work well independently and as part of a team environment with proven ability to assist and support in the development of team decisions and program policies
- Good public speaking skills for public presentations on behalf of the program and its services
- Must maintain a high level of professionalism
- Ability to keep accurate records and reports
- Knowledge and experience with office skills, record keeping, and proficient in use of computers
- Must understand and be committed to client confidentiality
- Must possess or obtain a valid Washington State Driver's License
- Must successfully pass a Washington State Patrol Identification and Criminal History background check
- Must be able to work cooperatively and with sensitivity with people from a broad range of backgrounds and experience
- Must be able to pass HIPAA and other compliance training during trial employment period; this includes advocacy trainings

WORK ENVIRONMENT:

- Office setting
- Indoor and outdoor functions/activities

PHYSICAL DEMANDS:

- Sitting at desk and computer for prolonged periods of time
- Alternate between sitting and standing
- Travel by vehicle and airplane at times
- Ability to lift up to 40lbs.

SUPERVISORY RESPONSIBILITY:

- Yes

QUALIFICATIONS:

Required Qualifications:

- Minimum of two years' experience in providing advocacy-based counseling services preferably with Native Americans, other minorities and/or within rural communities

- Associates degree in related field
- Experience and training in working with adults and/or children who have survived sexual assault/domestic violence situations
- Training and experience in crisis intervention
- Knowledge of community resources
- Supervising experience
- Experience working in Indian Country

Minimum/Preferred Qualifications:

- Bachelor's Degree in related field

GENERAL INFORMATION:

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.

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 screening and reference check.

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.

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