

# Quileute Tribe 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/](http://www.quileutenation.org/job-openings/)

Via email: [hr@quileutenation.org](mailto: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**)
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: Health Director  
Location: Health Clinic  
Work Info: 40 Hrs/Week; M-F  
Salary: DOQ/E (hourly wage)

**POSITION SUMMARY:**

This grant-funded position will oversee the Quileute Tribe's New Beginnings Program. This program acts on behalf of and in support of victims/survivors of domestic violence, dating violence, sexual assault, stalking, and other crimes and abuse, who are living in the Quileute service delivery area. The program also provides support and outreach for suicide prevention.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Support Victim Advocate's in providing counseling and advocacy regarding victims/survivors of domestic violence, dating violence, sexual assault, stalking and other crimes and 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, and stalking,
- 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
- Assist with program budgets
- 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
- 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 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
- Ability to lift up to 40lbs.

### **SUPERVISORY RESPONSIBILITY:**

- Yes

### **QUALIFICATIONS:**

#### **Required Qualifications:**

- Associate degree in related field
- Experience and training in working with adults and/or children who have survived sexual assault/domestic violence situations
- Minimum of two years' experience in providing advocacy-based counseling

- services. Preferably with Native Americans within rural communities
- Training and experience in crisis intervention
  - Knowledge of community resources
  - Grant management experience
  - Supervisory experience
  - Experience working in Indian Country

\*\* A combination of relevant education and related work experience may be considered. If an individual has extensive work experience (5+ years) in an advocate role, including 2-3 years management level experience, but lacks formal education requirement and has real life experience. Individual must be willing to work towards their degree upon hire. \*\*

**Preferred Qualifications:**

- Bachelor's Degree in related field

**GENERAL INFORMATION:**

The statements contained herein reflect the general details as necessary to describe the principal 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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