



Tanana Chiefs Conference

Job Description

Job Title: Rural Trauma Navigator (IRC39889)

Location: McGrath, AK

Supervisor: Local Tribal Administrator

Pay Range: DOE

Status: Full Time; Regular

Closing Date: Open Until Filled

Job Summary: Under the supervision of the local Tribal Administrator and the Tribal Protective Services Program Manager, job incumbent shall be responsible for the overall administration and direction of the Office of Victims of Crime 'Tribal Protective Services Program' in their respected village. The incumbent is responsible for providing mobile advocacy to victims of crime, prioritizing, and accessing safe shelter for victims, and providing victims direct services as eligible. Responsible for responding and assisting all victims of crime including but not limited to child abuse/neglect, domestic violence, sexual assault, assault, theft, property damage and other crime situations, advocating for victims, and referring individuals for services as indicated in the goals and objectives of the OVC Grant.

Adhere to the TCC Ch'eghwtsen' model of service and guiding principle which requires providing timely and effective service along with the ability to interact with others in a way that inspires trust and demonstrates respect, compassion, and empathy.

Essential Functions: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Representative Duties: Under the general supervision of the Tribal Protective Services Program Manager job incumbent:

1. Administer program services to victim of crime within the rural service area.
2. Develops operating policies and procedures and operations manual for the newly established Victim Services Program, as well as assures adherence to the same. Responsible for annual review and update for all Policies, Procedures, and operations manual.
3. Monitors compliance with grant regulations with the DOJ Grants Administrator and immediate supervisor. Responsible for the preparation and timely submission of all programs, contract, and grant reports, including monthly, quarterly, and annual reports to supervisor.
4. Track and maintain record of services provided and report out to supervisor for the purpose of grant reporting, including quarterly financial reports, semi-annual, and annual reporting to the Office for Victims of Crime, as well as submitting performance measures as directed in the grant.
5. Provide trauma advocacy to ALL victims of crime and to ALL victims that are tribal members living outside the village, including providing shelter services and referrals.
6. Provide advocacy referrals for victims of crime; including child abuse, domestic violence, sexual assault, assaults, elder abuse, theft, vandalism, etc....
7. Provide mobile advocacy to victims unable to access services, due to barriers or safety risks.

8. Conduct safety planning with victims that safety is at risk, including providing services for emergency shelter and/or emergency transportation in/out of the village; or a tribal member's current community.
9. Establish, maintain, and update victim services policies and procedures as needed to meet the needs of clients as well as comply with federal funding mandates.
10. Assure confidentiality of client information, educating clients on client privacy rights and deciding when a release of information is needed to work with outside agencies.
11. Refer victims of crime to appropriate local, state, and federal agencies for services, as well as utilize the State of Alaska victim compensation fund for eligible victims.
12. Assist victims and their families to navigate the state and/or tribal court system, including assisting in drafting petitions and protections orders for court review.
13. Attend both State and Tribal court hearings as a support advocate for victims as requested.
14. Attend tribal council meetings to present information as requested, as well as represent the dept. at meetings and conferences.
15. Responsible for case management of all clients served, including keeping accurate case notes and files, and storing case files in safe locked files that follows victim privacy regulations.
16. Maintains the highest level of professional and ethical standards, including confidentiality. Is culturally sensitive to the customs, traditions, practices, and sovereign status of the Tribe.
17. Performs other special projects and job-related duties as assigned.

Minimum Qualifications:

1. Bachelor's Degree in social work or related field OR five years' experience in social service field.
2. Minimum of two years of demonstrated experience and program implementation of a social services program.
3. Must pass background check pursuant to federal Indian Child Protection and Family Violence Prevention Act requirements.

Knowledge, Skills and Abilities:

1. Knowledge of principles and practices of program management, grant management, planning, analysis, service development.
2. Demonstrated ability to manage and implement complex projects.
3. Skills to collect analyze and evaluate information to arrive at sound conclusions and recommendations.
4. Computer proficiency including Word, Excel, PowerPoint, and Outlook.
5. Ability to maintain strict confidentiality.
6. Attention to detail and follow through.
7. Excellent written and verbal communication skills.
8. Extensive village travel.

Apply to: www.tananachiefs.org/careers and visit the "job board" link