

CHER-AE HEIGHTS INDIAN COMMUNITY OF THE  
TRINIDAD RANCHERIA  
TRIBAL PROGRAMS  
P.O. Box 630 – Trinidad, CA 95570

Victim Services Coordinator  
Full Time Position

DEPARTMENT: Tribal Programs

PROGRAM: Social Services

SUPERVISOR: Social Services Manager

SALARY: Exempt Employee

POSITION SUMMARY:

Under the general supervision of the Social Services Manager, the Victim Services Coordinator will be responsible for the general operation and implementation of Victim Services Programs, including the Indian Child Welfare Act, tribal member advocacy, program planning and outreach, counseling and other agency referrals, and tribal family services. Coordinator will also assist the Manager in planning, developing and implementing new programs determined necessary by the Tribal Council to meet the needs of Trinidad Rancheria Tribal Members.

Coordinator will also provide access to support services such as: voluntary and/or court-ordered family preservation; treatment and wellness plans; homelessness prevention; reunification and short-term family maintenance to ensure child safety in the home and strengthen the family; relevant services for children/youth for whom a safe return home is not possible; prepare court reports and appear on behalf of the Tribe in Tribal Court.

RESPONSIBILITIES AND DUTIES:

1. Assists in the planning, formulation, coordination, and implementation of all departmental program activities.
2. Development of policies and procedures for all program activities.
3. Plans and develops grant applications per the department's goals and objectives
4. Develops and recommends plans consistent with the overall mission of the Trinidad Rancheria.
5. Maintain effective professional working relationships with various social service agencies to ensure effective delivery of services.
6. Implements internal and external reporting systems and procedures for monitoring and controlling program activities.
7. Ability to carry a caseload of social services cases requiring a high degree of technical competence.
8. Shall work with a high degree of independence in administering services and in using agency or community resources.

9. Shall determine client's needs and develop and implement an appropriate service plan with the guidance of Manager and Chief Judge.
10. Identify, certify and provide support services for Tribal Specified/Certified Homes.
11. Assist clients with the utilization of community resources; interpret rules, regulations and policies for the clients pertaining to resources being sought.
12. Make necessary home visits to carry out casework assignments.
13. Develop and maintain accurate case records and documentation.
14. Provide Manager and Tribal Court with necessary reports as needed.
15. Attend trainings designed to further understanding of Tribal Child Welfare process.
16. Prepare memos and reports, attend and/or appear telephonically in relevant ICWA State Court Proceedings on behalf of the Trinidad Rancheria.
17. Provide direct Child Welfare Services and other related services in homes, schools, clinics, job sites, and other community locations within the Trinidad Rancheria's Service Area.
18. Provide support in adult services such as guardianships and conservatorships.
19. Other duties as assigned.

#### QUALIFICATIONS:

1. Demonstrated ability to work effectively with Native American people in culturally diverse environments.
2. Ability to manage time well and work under stressful conditions with an even temperament.
3. Ability to plan, organize and implement outreach programs that optimize participation, including those activities that involve volunteers.
4. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Must have strong written and communication skills.
6. Proficiency with computers and Microsoft Office or similar programs.

#### EDUCATION AND EXPERIENCE:

1. Must possess a BA/BS Degree in Social Work or related field (MSW preferred).
2. Must have two years social work experience in public, Tribal, or private services agency.
3. Must have a valid California Driver's License and be insurable through the Tribe's insurance plan.
4. Must have familiarity with Child Welfare Practices.
5. Must adhere to confidentiality and HIPAA policies.
6. Must complete background check, submit to fingerprints, consent to criminal history record check, and submit a separate application for suitability.
7. Required to report any violation of a criminal statute within one working day of the charge or conviction to immediate supervisor.
8. Native American preference.

#### WORKING CONDITIONS:

Physical Abilities: Dexterity of hands and fingers to operate a computer terminal and other office equipment; sitting or standing for extended periods of time; bending at the waist; speaking and hearing to exchange information; moderate lifting (15-45 pounds); carrying, pushing or pulling; and reaching overhead, above the shoulders, and horizontally.

ALCOHOL AND DRUG FREE WORKPLACE:

All employees and potential employees are required to submit to pre-employment and random drug and alcohol tests in accordance with the Tribal Alcohol Free Workplace Policy.

Signature\_\_\_\_\_ Date\_\_\_\_\_