

# GRAND TRAVERSE BAND OF OTTAWA AND CHIPPEWA INDIANS



## Position Description

**Job Title:** SDVCJ Project Coordinator  
**Department:** II – Public Safety  
**Sub-Department:** Prosecutors Office  
**Job Class:** E-5  
**Reports To:** Prosecutor  
**FLSA Status:** Exempt  
**BG Classification:** IC3  
**Salary start:** DOE  
**Date Prepared:** May 2016

*\* The SDVCJ Project Coordinator is a grant funded position; therefore, the duration of this position is subject to the guidelines outlined in the grant.*

### **SUMMARY:**

Coordinate the OVW Grants to Tribal Governments to Exercise Special Domestic Violence Criminal Jurisdiction (SDVCJ) project, a three-year project funded by the Department of Justice.

### **MINIMUM REQUIREMENTS:**

- Must have a High School Diploma or GED.
- Bachelor's degree in criminal justice or related field required.
- A combination of education and work experience in the legal field or closely related criminal justice field working including database information sharing implementation.
- A combination of education and work experience in the field of victim advocacy preferred. Graduation/certification from the Michigan Victim Assistance Academy preferred or ability to obtain certification within one-year.
- Grand Traverse Band Program Director Certification required or successful completion of Program Director Training.
- Administration/ Coordination training and experience required for this position.
- Insurable by GTB's insurance carrier.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Meet the goals, objectives, and activities of the project as defined in the grant application and described below consistent with the project budget and timeline, fiscal guidelines, and staffing resources.
- The GTB SDVCJ full-time Project Coordinator will perform and coordinate all activities related to the OVW SDVCJ Grant, a 3-year project.
- The SDVCJ Project Coordinator will perform all GTB Program Director related duties associated with this grant; ensuring grant is in compliance with funding agency and GTB requirements.
- Convene a SDVCJ Team meeting at the inception of the program to address the objectives of the project and identify meeting dates to accomplish project.
- Schedule SDVCJ meetings on a monthly basis, chair the meetings on a monthly and prepare & disseminate meeting agendas, minutes, Outlook appointment reminders, and other duties as needed and related to the SDVCJ meetings.

- Collaborate with the Legal Department to review the GTB Tribal Code for inconsistencies, updates in legislation and draft revisions.
- Bring code revisions forth to the Tribal Council for action.
- Gather all relevant data pertaining to SDVCJ and implement digital records management strategies for current and future records for implementation of exercising SDVCJ.
- Review/research of the federal and tribal law, regulations, policies and procedures for SDVCJ that includes an in-depth examination of existing inter-tribal consortiums and any data gathered.
- Review and bring to the SDVCJ Team enhanced sentencing requirements provided in applicable federal laws and regulations.
- Develop and coordinate training for law enforcement, prosecutor, victim services, court, probation department and other criminal justice agency personnel responsible for exercising SDVCJ.
- Collect relevant data pertaining to SDVCJ and bring to SDVCJ Team who will examine the laws, regulations, court rules, jury rules and policies.
- Coordinate and network with Tribal and non-Tribal (Federal, State, County, local) criminal justice agencies to determine SDVCJ requirements to amend the GTB Code and exercising of SDVCJ.
- Attend meetings related to SDVCJ in the six county service area as well as required national, state and local conferences and meetings regarding SDVCJ requirements.
- Track data for SDVCJ office reporting and evaluation requirements.
- Develop and implement strategic plan for SDVCJ sustainability.
- Identify and bring to SDVCJ Team to review the laws, regulations, court rules, jury rules and policies from other federally recognized tribes that have entered into pilot programs for SDVCJ.
- Identify and bring to SDVCJ Team the laws, regulations, court rules, jury rules and policies from non-pilot project tribes that have substantially implemented SDVCJ said developed documents are available.
- Identify and bring to SDVCJ Team to review model laws, regulations, court rules, jury rules, and policies from national sources such as the Tribal Law and Policy Institute (TLPI).
- Collaborate/work with Legal Department, SDVCJ and CCR committees to develop and/or update and/or amend existing Domestic Violence Code and Personal Protection Order Ordinance, Tribal Codes, protocols, policies, procedures, and registries to increase victim safety and perpetrator accountability as it pertains to domestic violence, dating violence, sexual assault and stalking.
- Identify, establish, attend and/or coordinate annual training for court, law enforcement, probation, prosecutor's office, victim advocates, SDVCJ project coordinator and SDVCJ team members related to domestic violence, dating violence, sexual assault and stalking; and ensure said training is approved by funding agency. Complete travel paperwork per GTB Travel protocol.
- Meet/collaborate on a regular basis with prosecutor, law enforcement, and probation and victim advocate group to review current cases and ensure victim needs are being met and perpetrator is being held accountable.
- Identify and schedule trainings for Team to visit pilot and non-pilot project tribes that have implemented SDVCJ to discuss implementation issues and impediments that are necessary for implementation, in addition to touring facilities (such as prisoner housing).
- Coordinate contact with the United States Attorney's Office and SDVCJ Team regarding SDVCJ implementation to identify legal implications for implementation.
- Review Michigan Department of Corrections (MDOC) policy for housing prisoners and bring information to SDVCJ Team meetings.
- Identify and bring to SDVCJ team information on contractors/architects/engineers and funding sources to construct or renovate a building construct to house prisoners, including costs for staffing and medical needs to house prisoners.
- Identify other tribes that have established an inter-tribal consortium to address implementation successes and impediments to enacting and sustaining SDVCJ.
- Produce recommendations for longer-lasting change.

- Identify culturally sensitive rehabilitation for Native Americans.
- Coordinate and receive technical assistance training for court, law enforcement, prosecution, probation departments on database and evidence-based report writing, liabilities, and changes to the GTB Tribal Code and protocols.
- Coordinate efforts with the Legal Department to review the Tribe's existing Constitution and Codes (including the Children's Code, Elder's Code, Domestic Violence Code, Criminal Code and Juvenile Code) to determine if Tribal laws need to be enacted, revised, repealed and/or amended for the implementation of SDVCJ.
- Assist Legal Department, Tribal Court, Probation Victim Services, and Law Enforcement in data entry and ensure data is entered correctly.
- Review the GTB internal laws, regulations, court rules, policies, technology and software to correlate with implementation process.
- Assist the Chief Judge to review and amend the Tribal Court jury instructions, and indigent counsel requirements, and rules and/or administrative orders to determine if court rule or administrative orders need to be enacted, revised, repealed and/or amended for the implementation of SDVCJ.
- Coordinate efforts to assist the Legal Department and Chief Judge to review required standards for parole and parole boards for the implementation of SDVCJ.
- Assist the Tribal Court Administrator to review the Tribe's probation policies and procedures to determine if revisions or amendments are necessary for the implementation of SDVCJ.
- Assist the Chief of Police to determine if additional training needs to occur or if policies and procedures need to be revised for the implementation of SDVCJ.
- Collaborate with CCR and SDVCJ committees on exercising SDVCJ for GTB to enhance victim safety and perpetrator accountability; bring in trainers for on-site training to fully understand the implementation standards of exercising SDVCJ.
- Collaborate with project staff to collect outcomes data from law enforcement, tribal court, probation department, and victim advocates on changes in arrest rates/patterns, prosecution rates, conviction rates, probation accountability and sentencing for domestic violence, dating violence, sexual assault, stalking and PPOs; this will be used to point to successes or areas of improvement for the program. Aggregate statistics on a quarterly basis to inform on project progress and compile into an annual report showcasing progress and non-progress of the program.
- Identify interoperability of existing technology between Law Enforcement and Tribal Court databases to enhance data tracking capabilities and make recommendations for improvements of current technology.
- Evaluate the processes and outcomes of the project and report findings to the GTB Office of Program Development and Evaluation (OPDE) to assess effectiveness of project.
- Collaborate with OPDE to complete evaluation of SDVCJ project to determine funding, grants, viability, and sustainability.
- Assist with a system of referral for persons convicted of domestic violence, dating violence, sexual assault and stalking by establishing relationships with available agencies/departments as resources.
- Collaborate with victim advocates to continue to assist victims for needed services for program sustainability.
- Collect and disseminate domestic violence data in collaboration with law enforcement, court, prosecutor and victim advocates.
- Ensure the goals and objectives, tasks and activities necessary to accomplish the goals and objectives of the proposed project.
- Ensure training and technical assistance meet the grant requirements to support travel costs for capacity-building activities sponsored by OVW technical assistance providers.
- Ensure GTB complete SDVCJ membership requirements to join Inter-Tribal Technical Assistance Working Group (ITWG) as required of grant.
- Keep SDVCJ Team and grant funding agency informed of the project progress.
- Work with Supervisor to evaluate program goals and sustainability of program.
- Complete all reporting required by grant and GTB.
- Performs other duties as required.

**OTHER SKILLS AND ABILITIES:**

- Extensive experience gathering, analyzing and reporting data – rules, regulations, code development, power point presentation, charts, written narrative, etc.
- Experience leading multi-disciplinary teams.
- Experience working with tribal governments.
- Familiarity with tribal justice systems.
- Work independently; follow through on given assignments and exercise initiative and good judgment.
- Maintain professional attitude and demeanor regarding highly critical issues involving confidentiality and discretion.
- Establish and maintain effective working relationships with law enforcement, attorneys, judges, court staff, other agencies and the public.
- Work well under pressure in crisis situations and with sensitive issues.
- Excellent verbal and written communication skills.
- Work with persons of diverse ages, races, ethnic and socioeconomic backgrounds etc.
- Knowledge of legal terminology and practices, Tribal, local, state, and Federal laws.
- Knowledge of victim issues, judicial processes and community resources for prisoner housing, code development/revision, and policies or procedures.
- Excellent time management, organization, and follow-through skills are essential.
- Ability to effectively establish priorities and meet deadlines.
- Proficiency in computer using Microsoft Windows Operating System and Office Suite, and the use of other office equipment.
- Maintain highest level of confidentiality of all matters involved in this position.

**EDUCATION and/or EXPERIENCE:**

- Must have a High School Diploma or GED.
- Bachelor's degree in Criminal Justice or Social and Behavioral Sciences required.
- A combination of education and work experience in the legal field or closely related criminal justice field working including database information sharing implementation.
- A combination of education and work experience in the field of victim advocacy preferred. Graduation/certification from the Michigan Victim Assistance Academy preferred or ability to obtain certification within one-year.
- Grand Traverse Band Program Director Certification required or successful completion of Program Director Training.
- Administration/ Coordination training and experience required for this position.

**DRIVING REQUIREMENTS**

- Must have a valid Michigan Driver's License and be insurable by the GTB insurance carrier. .

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT TO BE USED:**

Ability to operate an automobile in the course of assigned duties. Use of computer, printer and fax machine. Frequent use of telephone.

**TYPICAL PHYSICAL DEMANDS:**

- Must be able to drive a car.
- Must be able to travel throughout the six-county service area and attendance at state/national trainings/meetings.
- Must be able to stand or sit for long periods of time.

**TYPICAL MENTAL DEMANDS:**

Sort through complex issues and legal periodicals and resources for needed resources; apply laws to specific situations.

**WORKING CONDITIONS:**

- A good deal of work is performed in an office environment, but it is important to realize that some of the work is in the offices of various properties and that you are expected to go on-site on a regular basis.
- Considerable exposure to stressful situations, as a result of human behavior, in dealing with a variety of different types of individuals and community organizations may be encountered on a regular basis.
- Exposure to potentially hostile environments.
- May be required to work non-traditional hours including evenings and weekends.

**COMMENTS**

Native American Preference will apply. Must be willing and able to pass a criminal history background check with no felonies or serious misdemeanors and a drug and alcohol urinalysis as a condition of employment. Adherence to strict company policy in regard to confidentiality is a must.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. \* Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of the Director of Human Resources*

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Employee Name

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Date