

JOB POSTING #2019A013®

JOB TITLE: Project Coordinator

DATE: August 21, 2019

DEPARTMENT: Legal

CLASSIFICATION: Full Time / Regular / Exempt

GRANT FUNDED: Grant End Date – 09/2020

SUPERVISES: None

REPORTS TO: Tribal Attorney-Prosecutor

JOB FAMILY: Specialty

LOCATION: Sault Ste. Marie, Mi



POSITION SUMMARY:

The Project Coordinator, under the direction of the Tribal Prosecutor, is responsible to establish and maintain effective policies, procedures, and programs in response to suspected child abuse cases. Through the direct provision of services and training, the Project Coordinator is responsible for ensuring services are provided in a compassionate, trauma-informed and professional manner. The Project Coordinator is also responsible for various projects relating to but not limited to child abuse cases as assigned by the Tribal Prosecutor.

ESSENTIAL FUNCTIONS: (includes, but is not limited to, the following)

- Provide direct services to child victims of abuse and their non-offending caregivers: includes, but is not limited to: forensic interviewing, family advocacy, and intake
- Regularly participate in provision of services, through direct provision of therapy, forensic interviews or family advocacy, mentorship, direct observation/oversight, evaluation of staff, etc.
- Maintain a safe, child-appropriate facility where forensic interviews of possible child abuse victims can be conducted.
- Establish and maintain physical space to ensure a purposeful, supportive working environment.
- Collaborate with community partners to develop appropriate strategies and treatment resources
- Attend and participate in Case Review; both as provision of direct service
- Attend conferences, seminars, meetings, etc. for the purpose of collaboration with other organizations and continuing education.
- Maintain and apply for funding sources for grants and community foundations consistent with mission and vision.
- Present quarterly reports to the Tribal Prosecutor on current status of budget.
- Practice strong decision making to ensure sound fiscal management and policy.
- Provides 24 hour crisis intervention.

- Provides on-call services.
- Provide specialized knowledge and case consultation per the Indian Child Welfare Act, the Michigan Indian Family Preservation Act, and other various state and federal laws that pertain to child welfare court processes.
- Conducts forensic interviews.
- Ensure compliance with various Federal and State Laws and Sault Ste. Marie Tribal Code.

ADDITIONAL RESPONSIBILITIES: (includes, but is not limited to, the following)

- Develops and implements effective and culturally sensitive strategies for outreach to the Native American Community.
- Build lasting networks and collaborations with tribal and community resources.
- Attends workshops, conferences and classes to increase professional knowledge.
- Serves on projects and committees as assigned.
- Serves as a resource person, responding to requests for information and assistance.
- Evaluates home and community based situations for worker safety and follows best practices when working in volatile environments.
- All other job related duties as assigned.

CONTACTS:

Immediate peers, peers in other department, immediate supervisor/manager, managers in other departments, executives, Board of Directors, customers and outside vendor/service providers.

PHYSICAL REQUIREMENTS:

REQUIREMENTS:

Education: Bachelor's Degree in Human Services or related fields of Sociology, Psychology, Criminal Justice, and Political Science required.

Experience: Minimum of 1 year experience working in the social service field or with advocacy resource programs required.

Certification/License: Must complete Forensic Interviewing training and show proficiency at implementing forensic interviewing protocol. Will be required to undergo and successfully pass a background check. Must maintain a good moral character standing. Must have a valid driver license and be insurable by the Sault Tribe Insurance Department. Must comply with annual license review and insurability standards. Will be required to complete and pass pre-employment drug testing.

Knowledge, Skills and Abilities:

Must have organizational skills, technology proficient, ability to present to groups, experience in working with a volunteer Board of Directors, and proven ability to collaborate and establish partnerships with multiple entities. Knowledge of the dynamics of child and adolescent sexual and physical exploitation and abuse. Knowledge of dynamics of domestic violence, sexual assault, stalking and victimology. Knowledge of Tribal, State, and Federal Codes, ordinances, and court procedures related to domestic violence, sexual assault, stalking and victimology. Knowledge of crisis intervention techniques. Knowledge of risk

assessment strategies and techniques. Knowledge of community resources providing assistance to families and individuals. Knowledge of basic principles of casework involving analysis of the physical, psychological, and social factors. Knowledge of human behavior and behavioral sciences; dynamics of interpersonal relationships and family dynamics. Must be able to establish and maintain an effective working relationship with supervisory personnel, coworkers, subordinates, the general public and State, Federal and Tribal agencies and staff. Must be able to work with minimal to no supervision. Must be able to work in high stress environment and handle difficult situations. Must be able to exercise independent discretion and judgment. Must be able to travel. Must have good project management skills; provide strong leadership, prioritize project tasks, meet project deadlines and effectively communicate with personnel, coworkers and the general public. Must have excellent communication skills and be able to communicate clearly in person, in writing, and by telephone and email. Must not have a substantiated abuse or neglect record as determined by a record check. Must demonstrate skills and specialized knowledge related to Chapter 30 Child Welfare Code, the Indian Child Welfare Act, the Michigan Indian Family Preservation Act, and other various state and federal laws that pertain to child welfare court processes. Must maintain strict confidentiality. Native American preferred.

REMUNERATION: \$35,149.34 salary

CLOSING DATE: Open Until Filled

REPLY TO: Sault Tribe Human Resource Department
2186 Shunk Road
Sault Ste. Marie, Mi 49783

(906) 635-4937
Toll Free (866) 635-7032
Fax (906) 635-4992

Or apply online: www.saulttribe.net