

## **DHHS/DVS Statewide Victim Services Liaison**

### **POSITION DESCRIPTION**

The Statewide Victim Services Liaison

- Leads and coordinates the OVC Statewide Liaison project and develops policy for the Division of Victim Services, Department of Health and Human Services by working with local, tribal, federal, and other state programs serving rural and Native American victims for the purposes of identifying opportunities to improve services and increase access to legal assistance and representation for rural and Native Americans victims of domestic and sexual violence, and other related crimes, including Indian Country crimes.
- Demonstrates an understanding of the experience of victimization as that impacts rural victims, and Native Americans and Indian Tribes, including cultural appropriateness, resource disparities, jurisdictional complexity, and historical trauma.
- Demonstrates experience working with Tribes and other Tribal organizations/programs in a culturally honoring manner to promote positive relationships and foster improved communication.
- Demonstrates ability to develop and coordinate relationships between community stakeholders in the field of domestic and sexual violence, including tribal and non-tribal legal support systems intended for tribal victims of domestic and sexual violence and other related Indian Country crimes.

### **RESPONSIBILITIES:**

Collects and compiles project data and documentation, and assists in the completion of programmatic grant reports and comprehensive project reports.

Organizes and coordinates the logistics of project activities including but not limited to meetings, trainings, events, strategic planning, etc.

Works with victim services programs, legal services programs, victims, Tribes, tribal programs, criminal and civil justice systems, and other associated entities and professionals to identify legal assistance services needed throughout the State of Michigan for rural victims and for Native American victims of domestic and sexual violence and stalking crimes; and other related crimes including Indian Country crimes.

Recognizes and is sensitive to the cultural dimension inherent in the provision of domestic violence, sexual assault and other related crimes, including Indian Country crime services in Native American communities and in rural communities.

Facilitates listening sessions, talking circles and strategic planning meetings with community stakeholders to develop and implement the project goals, objectives and

activities. Discussions may include the sharing of new ideas and addressing barriers and/or challenges.

Performs research and analysis required for the solution of complex legal or public policy issues.

All other activities, tasks and duties that may be assigned for the good of the project and organization.

#### **ACCOUNTABILITY:**

Utilizes and incorporates professional standards and guidelines into project development, implementation, and evaluation.

Must be able to function with minimal supervision.

Responsible for advanced knowledge of domestic and sexual violence and stalking crimes, and other related crimes including Indian Country crimes, their impact on individuals and communities, and appropriate coordinated responses.

#### **CONTACTS:**

Has contact with diverse organizations and governmental entities, including domestic and sexual violence service providers, criminal and civil justice agencies, Tribal members, Tribal Leadership, Tribal Program Directors, Tribal Division Directors, a variety of Tribal and non-Tribal community agencies, and the community at large, either in person or by virtual option i.e. video conferencing, telephone.

Has significant contact with staff from the Division of Victim Services, within the Michigan Department of Health and Human Services, in addition to other relevant staff with the Michigan Department of Health and Human Services.

Has significant contact with staff from Uniting Three Fires Against Violence and Michigan Indian Legal Services.

#### **WORKING CONDITION/SAFETY HAZARDS:**

Provides services within the Department of Health and Human Services, as well as at Tribal buildings and community sites across the State of Michigan. Significant travel to other regions of the State and to Tribal locations in sometimes unpredictable weather conditions. Travel outside of State of Michigan may be required as well. Some evening and weekend work may be required with job responsibilities and travel. Moderate walking, bending, lifting, and reaching duties.

## **JOB SPECIFICATIONS:**

J.D. with 5 years relevant work experience preferred. B.A. or B.S. in related field with 5 years relevant work experience will be considered.

Experience working in domestic and sexual violence field preferred.

Experience in community collaborative work and meeting facilitation preferred.

Must have an understanding of the dynamics of Tribal communities and experience working with Native people.

Must have an understanding of the criminal and civil justice systems in Michigan.

Excellent organizational skills, written and oral communication skills and ability to work independently, with little supervision, but also as part of the DHHS/DVS team and as part of the Advisory Committee to this project.

Experience in developing and building collaborative relationships, including between tribal and non-tribal community partners, stakeholders, and groups.

Ability to quickly assimilate oral and written data, to analyze facts and draw logical conclusions.

Ability to maintain records, and prepare reports and correspondence related to the work.

Must possess and maintain a valid Michigan driver' license, and have the ability to independently travel within the state of Michigan and nationally as required;