

Job Title: Statewide Victim Services Liaison

Req Id **1656** - Posted **10/19/2020** - **Lansing, MI - Administrative - Full-Time**

MPHI is a Michigan-based and nationally engaged, non-profit public health institute. We are a team of teams, process and content experts, dedicated to building *A world where tomorrow is healthier than today!*

Title: Statewide Victim Services Liaison
\$70,000 - \$89,500 / Posted thru: 11-16-20

Employee Name: TBD

Supervisor: Lore A. Rogers

Purpose: Lead and coordinate the DHHS OVC Statewide Liaison project, develop and implement recommendations for policy for the Division of Victim Services, Department of Health and Human Services to improve services and increase access to legal assistance and representation for rural and American Indian/Alaska Native victims of domestic and sexual violence, and other related crimes, including Indian Country crimes.

Duties and Responsibilities:

- 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 services to victims of domestic violence, sexual assault and other related crimes in Native American communities and in rural communities, including Indian Country crimes.
- 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.
- Organizes and coordinates the logistics of project activities including but not limited to meetings, trainings, events, strategic planning, etc.
- Drafts project report and recommendations for implementation utilizing input from listening sessions, talking circles and strategic planning meetings with community stakeholders.
- Performs research and analysis required for the solution of complex legal or public policy issues.
- Collects and compiles project data and documentation and assists in the completion of programmatic grant reports and comprehensive project reports.
- All other activities, tasks and duties that may be assigned for the good of the project and organization.

Qualifications/Requirements:

Education: 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: Must have an understanding of the dynamics of Tribal communities and experience working with Native people. Experience working in domestic and sexual violence field preferred. Experience in meeting facilitation preferred. Experience preferred in developing and maintaining collaborative relationships, including between tribal and non-tribal community partners, stakeholders, and groups.

Important Skills and Characteristics:

- Demonstrates an understanding of the experience of victimization as that impact’s 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.
- Has 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 supervision, but also as part of the DHHS/DVS team and as part of the Advisory Committee to this project.
- 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’s license and have the ability to independently travel within the state of Michigan and nationally as required.

Work Environment and Physical Requirements: Provides services within the offices of 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. Job may require moderate physical effort including lifting materials and equipment of <50# and involves viewing a CRT or VDT screen 25% to 75% of the time. Standard office environment. Requires valid vehicle operator’s license in order to perform duties of the position. Some evening and weekend work may be required with job responsibilities and travel.

RESPONSIBILITY FOR THE WORK OF OTHERS: Acts predominantly as project leader.

REQUIRED COMMUNICATION

Contact Person/Group	Frequency	Purpose
1.Lore A. Rogers, J.D.	Weekly	Supervision
2.Debra Cain	Monthly	Supervision
3.Sandra Pilgrim-Lewis	Monthly	Tribal Consultation
4.Rachel Carr	Monthly	Tribal Consultation
5.Project Advisory Committee	Bi-monthly	Project Oversight
6.Community Stakeholders	Periodic	Informational

For purposes of employment standards, this classification is “Exempt” from the overtime provisions of the Fair Labor Standards Act.

MPHI works with you to promote health for everyone. Together, we will build **a world where tomorrow is healthier than today!**
MPHI is an EEO/AA employer that participates with e-verify.