



# Walker River Paiute Tribe

*Human Resources Department*

## **JOB ANNOUNCEMENT**

Job Title:	Victim Services Coordinator	Supervisor:	Chairman
Department:	Administration	Location:	Administration
Salary Range:	\$18.74/hour Grant Funded	Pay Grade:	
FSLA Status:	Non-exempt	Type:	Full-time
Open Date:	March 22, 2021	Close Date:	April 02, 2021

### **DEFINITION:**

Provides specialized assistance to victims of crime through coordinating intervention actions, support services, case management, and disseminating criminal activity reduction information; assists victims in navigating through the criminal justice process; develop a safety plan with clients, and restoring persons to their previous functional capacity prior to victimization

### **DUTIES AND RESPONSIBILITIES:**

- Plan, organize, and direct the functions of the Victim Services Program;
- Provides services to assist victims of domestic violence, stalking, abuse, sexual assault, and crimes, victim/advocacy services
- Assess lethality and develop safety plans with clients;
- Must have an understanding of Indian law and applicable federal laws (e.g., VAWA, ICWA).
- Understand issues surrounding violence, bullying and cyber bullying
- Coordinate and facilitate community awareness training
- Travel is required to attend 1-3 trainings out of town per year.
- Must have an understanding of economic, social, and educational challenges to effectively deliver Victim Services;
- Must have knowledge of principles and methodologies of social case work;
- Maintain all case information in a strictly professional and confidential manner;

### **ABILITY TO:**

- Respect Victims and maintain confidentiality related to all victims;
- Conduct interview and keep client records as mandated by funding source;
- Manage a grant budget;
- Understand Federal, State, local, public and tribal programs;
- Interpret and make decisions in accordance with laws, regulations, and policies;
- Work effectively with those contacted in the course of work
- Coordinate complex projects and meet established deadlines;
- Manage conflicting priorities effectively;
- Elicit factual information from crime victims in difficult circumstances of deprivation or traumatic situation;
- Represent the Victim Services program in contacts with service providers, the public, community organizations and other government agencies;
- Maintain accurate records and prepare professional investigative and performance reports

as required;

- Work toward grant goals and objectives completion and ensure grant compliance;
- Determine appropriate course of action in emergency situations;
- Analyze program effectiveness, financial reports, and staffing requirements

**REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's or Associate Degree in Criminal Justice, Law Enforcement, Human Services, Psychology, or related field and three (3) years' experience; OR H.S. Diploma and five (5) years' experience and training which has provided the candidate with the knowledge and abilities listed above in victim services/domestic violence issues, social service agencies and community resource referral entities, as well as accepted counseling principles and practices, etc.
- This position requires that the candidate be a mandatory reporter.
- Previous work-related skill, knowledge, or experience
- High school graduate or GED equivalent
- At least one (1) year working experience with elders or medical office
- Must have a valid Nevada Driver's License and able to be covered under the Tribe's insurance
- Must successfully pass a background check
- Must submit a pre-employment & alcohol test

For applications contact Human Resource at the Tribal Administration Building,  
Walker River Paiute Tribe, P.O. Box 220, Schurz, Nevada 89427;

Call (775) 773-2306, ext. 315, Fax (775) 773-2358 or E-mail: [wfrank@wrpt.org](mailto:wfrank@wrpt.org)

<http://www.wrpthumanresources.com/>

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Walker River Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.