



## MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

<b>Position Title:</b>	<b>Violence Against Women Director</b>
<b>Department:</b>	<b>VAWA Program</b>
<b>Employment Status:</b>	<b>Exempt</b> <b>Grade: E-3</b>
<b>Open date: July 21, 2022</b>	<b>open until filled</b>

### Job Summary

Educates the community and health care providers on the dynamics of domestic abuse in an effort to bring about social change for the community. Coordinates the operations of the program.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

### Duties and Responsibilities

- Plans and coordinates the day-to-day fiscal, administrative, and operational activities of the program.
- Coordinates and supervises activities of staff, consultants, and/or volunteers engaged in implementation and administration of program objectives.
- Monitors and administers program/project revenues and expenses; may develop or participate in the development of funding proposals for the program.
- Develops and presents information and training programs regarding domestic violence issues to groups including law enforcement agencies, community groups, religious groups, and community agencies.
- Promotes Domestic Violence prevention through community meetings, social media, publications, and public education.
- Assists victims who present themselves for services to shelter or to develop a safety plan.
- Provides crisis intervention and emergency assistance by making immediate assessment of needs and makes referrals to other community resources including building safety.
- Assists clients with obtaining temporary restraining orders. Assist with providing court support to victims.
- Transport clients as needed to activities that are within the scope and education of domestic violence.
- Establishes and maintains relationships with other county agencies serving domestic abuse victims (law enforcement, courts, social services, ICW, health care providers, schools, domestic abuse shelters, etc.).
- Incorporates culture teachings, activities into domestic violence program.
- Maintains strict confidentiality unless by written approval of the victim.
- Writes, edits, and coordinates development of educational materials, training manuals, newsletters, and/or brochures.
- Collects and analyzes data; prepares scheduled and special reports; maintains program records and statistical information.
- Assists clients in getting treatment.
- Forms a collaborative relationship with the NEST and COPE.
- Prepares weekly statistical reports and client status reports and submits.
- Maintains standards and practice in accordance with applicable laws, regulations and requirements, as well as professional standards.
- Maintains confidentiality of all information.

- Enhances professional growth and development through participation in educational programs, reading current literature, attending in-services, meetings and workshops.
- Performs other duties as assigned.

### **Minimum Qualifications**

- High School Diploma or GED, required with at least three years in domestic violence, shelter or advocacy work experience required.
- Bachelor's Degree in Social Work, Sociology, or Criminal Justice preferred.
- Licensed Social Worker or Counselor preferred.
- Experience in training and counseling women and children who are victims of violence.
- Excellent program coordination, computer and communication skills.
- Must have a valid NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

*Tribal preference and Native American Indian preference shall apply to all positions.*

### **Knowledge, Skills and Abilities**

- Knowledge of principles, practices and trends in domestic violence.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of case management.
- Knowledge of tribal, state, and federal laws pertaining to domestic violence.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill and ability in preparing reports and correspondence.
- Ability to communicate effectively both verbally and in writing.
- Ability to gather and analyze statistical data and generate reports.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent organization in a professional manner, building respect and confidence in the community.
- Ability to analyze and solve problems.
- Ability to make administrative/procedural decisions and judgments.
- Ability to create, compose, and edit written legal materials.
- Ability to maintain emotional stability to cope with human suffering, emergencies, and other stresses.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to work independently and meet strict time lines.

### **Physical Demands**

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee occasionally is required to stand; and walk. The employee must occasionally lift and/or move up to 25 pounds.

### **Work Environment**

Work is generally performed in an office setting with a low noise level. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.