



Eastern Band of Cherokee Indians

DOMESTIC VIOLENCE INTERVENTION COORDINATOR

Position Description

Program:	Domestic Violence	Reports to:	Manager - Domestic Violence & Sexual Assault
Division:	Public Health & Human Services	Position Number:	948542501
Classification:	Non - Exempt	Revision Date:	10/01/2022
Pay Level:	12	Safety Sensitive:	No

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

Responsible for maintaining a Coordinated Community Response (CCR) team of Tribal intervention resources to address the safety of victims of domestic violence, sexual assault, stalking and dating violence. Facilitates policy development designated to enhance the Tribal justice and local State justice systems response to victims. Ensures provision of support and training to the coordinated community response team members. Monitors the coordinating team's response to victims of domestic violence and sexual assault. Reports statistical data and capital spending to the Program Manager, for financial reporting.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Develops and maintain the activities and meetings of a Coordinated Community Response (CCR) team addressing domestic violence, sexual assault, stalking, and dating violence.
- Facilitates regular interagency meetings with CCR participants to assess the coordinated response and review of current practices and policies for the purpose of maximizing victim safety.
- Develops and maintains policies and procedures which coordinate and standardize the intervention actions of practitioners involved in the CCR.
- Coordinates with all Tribal domestic violence program resources, including but not limited to the Tribal violence against women funded grants projects (i.e., STOP Violence against Indian Women project, Rural Domestic Violence and Children Victimization project, the Grants to Encourage Arrest and Enforcement of Protection Order Policies project, and the Legal Assistance to Victims project) to develop strategies and action plans devised to achieve the goals, and objectives and priorities for the program.
- Assists with the on-going development of Tribal victim services and program policies and procedures.
- Provides community educational programs for interested groups, schools, and Tribal programs on topics of domestic abuse, sexual assault, stalking and/or dating violence.
- Deliver prevention and intervention trainings specific to domestic violence, sexual assault, dating violence, stalking, and/or human trafficking to program partners, general public, organized groups and/or during community events. Provides networking with internal and external Tribal resources on the various needs of victims of abuse.
- Coordinates training of Police, Prosecutions, Court personnel, mental health professionals, medical staff and Tribal programs on domestic violence, sexual assault, and stalking.
- Maintains accurate and complete records in compliance with confidentiality.

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- Provides statistical and narrative reports monthly and quarterly to supervisory and funding sources.
- Coordinates with the monitoring of perpetrators that are being processed through the legal system and makes appropriate contacts with the various justice system agencies.
- Provides recommendations for system improvements and implementation of relevant activities to support systems enhancement.
- Assist Tribal DVSA program in grant writing, monitoring, and reporting to the various agencies to ensure timeliness of compliance.
- Works with technical assistance providers to identify culturally appropriate services, education, and training, and work with other Tribal programs to implement strategies with assist the development of a comprehensive approach to victim safety.
- Reviews current research and educational materials for the purpose of keeping the coordination team and other practitioners updated.
- Evaluates the Tribal justice system response to ensure that proactive steps are taken to confront institutional failures to protect anyone that has experienced domestic violence, sexual assault, dating violence, stalking and/or human trafficking.
- Maintains records for Transitional Housing (TH) clients (including but not limited to TH supplies, purchasing, record keeping).
- Reviews policies with each agency for the collection of data and to assess the need for policy changes or to correct practices to comply with policies in place.
- Acts as an advocate for clients.
- Coordinates meetings for advisory committee.
- Solicits for grants related to DV, SA, etc.
- Available in rotation for on call weekends, holidays, etc.
- Stays informed of Federal guidelines and requirements associated with any active grant.

Scope of Supervision:

This position is not responsible for supervising others. Works under the general guidance of Manager - Domestic Violence within established guidelines. Has latitude for the exercise of initiatives, discretion, and independent judgement within reason and without violating Tribal policies or funding agency's policies.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	Four (4) years of related experience required. Experience working in the criminal justice system to include completion of continuing education in specialized area of domestic violence, sexual assault and stalking.
Education:	Bachelor's Degree in related field required. Equivalent combination of education and experience may be in lieu of degree, with required related experience of an additional: 5 years with a High School Diploma/GED equivalent; or 3 years with an Associate's Degree.
Licenses & Certifications:	Valid, insurable NC Driver's License required.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Must have knowledge of the social and political issues surrounding domestic violence, sexual assault and stalking on EBCI Tribal Territories, NC Counties, Federal and NC State properties within region.
- Must have knowledge of Cherokee Indian culture, traditions, and values.
- Must have knowledge and understanding of the history, dynamics, social and economic impact of family violence, alcoholism, human growth and behavior, human relationships, group dynamics, and the effect of these problems in families, individuals, and the community.
- Must have the ability to search for, prepare, draft, and monitor grants; write reports, and correspondence as necessitated by the funding agency.

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- Must be knowledgeable of the fiscal requirements, policies and procedures of the Tribe and have knowledge of accounting principles and practices, and general office procedures.
- Must be able to establish and maintain effective communications between Tribal programs and external resources.
- Must have the knowledge of the court system (both Civil and criminal), and the services available to the victims of domestic violence and sexual assault.
- Must be able to function in a dynamic office environment including the technological equipment and operational software.
- Must be able to make a decision with sound emotional judgement and to use good judgement when decisions are needed.
- Must have the ability to communicate clearly and positively with public and coworkers in writing and oral communication.
- Must have the ability to work effectively with people of various personality types and cultural backgrounds and have the ability to work independently and as a member of the team.
- Must have skill in setting priorities which accurately reflect the relative importance of job responsibilities.
- Six months are required to become proficient in most phases of the job.

Safety/Accuracy Focus:

Responsible for the accuracy of the work performed. Review of work and subsequent procedures would detect most errors of job functions. However, more serious errors in judgement could result in inefficient operations, budget deficits, loss of revenue or the risk for fraud and abuse concerning specific legislation within assigned area of responsibility when non-compliance occurs with confidentiality, Federal grant requirements, Balance Budget Act of 1997, etc. and/or with EBCI policies.

Key Relationships:

Has frequent contact with funding agencies, Tribal finance, Tribal prosecutor, law enforcement, Tribal Court system, and community resource agencies; Federal and State agencies and external resources via modern telecommunications avenues. The nature of the work requires high degree of professionalism, tact, courtesy, responsiveness, follow through, and confidentiality.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes.

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. Has access to departmental records, budget information, files, memorandums, statistics, grants, juvenile information, correspondence, and court proceedings, all of which would be considered confidential. Must adhere to all Tribal and departmental confidentiality policies and procedures.

Complexity of Duties:

This position includes completing tasks of varying complexity levels. In general, duties are highly complex, varied, require planning and coordinating several activities at one time, and demand the use of problem-solving skills and analysis of circumstances to develop appropriate actions. Is subject to frequent interruptions. Specifically, duties require the ability to assess and evaluate the current and on-going programs designed to address domestic violence, sexual assault and stalking with an eye toward implementing improvement(s) in the overall systemic response to victims. Must be able to anticipate problems, analyze data and provide creative solutions to situations as they arise. Must have the organizational and administrative skills to evaluate the needs of the program(s), to maintain records, files, write reports and to secure appropriate funding. Must be able to understand all ramifications and effects of changes to systems.

PREFERRED QUALIFICATIONS

No other preferred qualifications.

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WORK ENVIRONMENT

- Work Environment:** Work is performed in normal business office environment, with travel required.
- Mental/Visual/
Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. May occasionally be required to lift up to 50 pounds. Close concentration and attention to detail is required while performing most duties of the job. The employee is subject to frequent interruptions, both by telephone, electronic mail and in person, which require varied responses with each contact. The duties of this job will be performed in the normal office environment and will routinely require standing, walking, sitting, kneeling, reaching, speaking, seeing, and hearing.

OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.
- Background
Investigation:** All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."
- Drug Screening:** All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

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ACKNOWLEDGMENT

I have reviewed the content of the **Domestic Violence Intervention Coordinator** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date