

NOTICE OF EMPLOYMENT

POSITION: Program Manager
DEPARTMENT: Victim Services
SUPERVISION: Shoshone Business Council
SALARY: DOE

OPENING DATE: August 3rd, 2021 **CLOSING DATE:** August 30th, 2021

POSITION SUMMARY:

The Eastern Shoshone Victim Services Program is established to work in coordination with the Wind River Tribal Court system and is currently grant funded through the Department of Justice, Office of Justice VOCA Tribal Victim Services Set-Aside Program.

DUTIES AND RESPONSIBILITIES

- Oversees the development and administration of the Victim Services Program to ensure objectives are met in conjunction with all policies and guidelines outlined by the funding agency.
- Supervise all staff/volunteers to ensure services are identified, implemented, tracked, and monitored for compliance and improvement. Implements personnel functions for program staff including specific trainings, performance evaluations, disciplinary actions and grievance discussions.
- Track policy and procedure development for the Victim Service Program and make recommendations for Shoshone Business Council approval changes.
- Monitors progress of program by establishing and using guidelines to measure program/service outcomes. Direct and oversees planning efforts that provide advocacy with clients, support groups, public and school presentations.
- Coordinate crisis intervention and referrals for clients; Assist individuals with completing Family Violence Protection Orders, Stalking Orders, Victims Compensation and other forms as needed.
- Accompany victims to court, hospital, and other agencies as needed and assist victims during office hours.
- Responsible for researching and applying for private and public foundation grants, monitoring the appropriate expenditure of grants, and fulfilling all reporting obligations.
- Identifies funding sources and develop positive working relationships with individuals, agencies and organization that may contribute to the accomplishment of department goals.
- Oversees contract and grant writing proposals to procure special project and program funding.

- Increases the performance management and quality of the VOCA program in order to ensure services are effectively and efficiently met.
- Increases the program's capacity to evaluate and improve the effectiveness of their practices, partnerships, programs, use of resources, and the electronic/computerize systems.
- Networks with other programs within and outside the state, the Wyoming Coalition Against Domestic Violence and Sexual Assault, and the National Coalition Against Domestic Violence. Serves as chief liaison with other community organizations and the media
- Ensures the production and maintenance of budget preparation, daily fiscal management of program funds and expenditures.
- Responsible for timely applications for state and local funding, as well as all mandatory reporting requirements. Prepares mandatory report requirements to the funding agency, routine quarterly reports, and any other special reports. Keeps the Shoshone Business Council informed of the status of ongoing programs, funding issues, the need for new programs and any plans of action.
- Oversees the computerized data management system to make sure all supporting reports required for reimbursements, service utilization, decision making, and fiscal impact are met.
- Use Microsoft Office software including Word, Excel, PowerPoint, Publisher and Outlook proficiently to create and modify office documents.
- Facilitates staff meetings for on-going strategic planning processes. Attend conferences and staff development seminars to stay informed on issues related to the job.
- Prepare progress reports as needed and submit to grant funders, donors, and others as needed and required to maintain the financial stability and future of the Program.
- Take proportional share of hotline shifts as backup and, if necessary, primary on call throughout the year including on nights, weekends and holidays.
- All staff members are responsible for maintaining a record (form provided by the program) of each contact made with a client during each month, and shall keep the client contact sheets current and ready to be submitted for entry into the clients files.
- Performs other duties as assigned to maintain and enhance the operation of the program.

QUALIFICATIONS

- Bachelor's degree in Human Services, Criminal Justice or equivalent field of study,
- Or a minimum of 3 years' experience with Domestic Violence/Sexual Assault programs, including experience supervising employees with participatory management style.
- Required to have successfully completed the Wyoming 40 hour training on domestic violence and sexual assault.
- Required to possess a telephone, valid driver's license and liability insurance including have clearance for coverage under the Tribe's vehicle insurance plan.
- Must be able to pass criminal background check under the Indian Child Protection and Family Violence Act and the Adam Walsh Law.

- Knowledge and understanding of local Tribal communities, outreach services, resources and some knowledge of Native American history, culture, traditions, and tribal government.
- An understanding of women's issues, particularly those of violence against women.
- Working knowledge of fundraising, nonprofit fiscal management and budgeting.
- Skilled in public speaking, written and oral communication, and interpersonal relations.
- Must maintain strict confidentiality of all information process through the department including records, reports documents, conversations, etc.

APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state "See Resume" for employment history must have the following the information listed on the resume:
 - Dates of previous employment
 - Reason for leaving previous employment
 - Hourly rate of previous employment.
- Applications are available online at easternshoshone.org and can be sent via email to rferris@easternshoshone.org or faxed to 307-332-9883 until 4:45 PM on the closing date.
 - **Supporting documents:** Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.