Tolowa Dee-ni' Nation
Position Description

Title: CFW Project Specialist (Family/Victim Advocate)
FLSA: Non-Exempt
Pay Grade: 5-6
Subordinates: No

Department: CFW
PL 101-630: Yes
Supervisor: Victim Services Program Manager
Grant Funded: Yes

Position Summary:
The Community and Family Wellness Department (CFW) Project Specialist will administer and coordinate the day-to-day activities of the assigned grant project and related Services for victims of crimes. Duties include but are not limited to: counsel and assist clients, provide financial, life-skills and other training services; assist clients in accessing Tribal and other assistance programs; issuing payment requests and requests for expenditures; prepare and submit reports (financial and otherwise) in accordance with program and grant guidelines; assist, attend and participate in outreach activities as scheduled. The CFW Project Specialist may also accompany clients to court appearances, medical appointments and other appointments as necessary to provide support. This position works under moderate supervision in administering services and in using agency or community resources while working independently toward established objectives.

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, random, for-cause, and post-accident drug and alcohol testing. Qualified American Indian Preference applies.

Essential Duties and Responsibilities:
1. Possess a working knowledge of Human Services Programs.
2. Create positive working relationships with clients and their families.
3. Vigorously protect client confidentiality.
4. Maintain and protect client and worker safety.
5. Maintain documentation of activities in accordance with departmental and funding agency requirements while maintaining utmost client confidentiality.
6. Utilize and maintain computerized systems to carry out assigned duties.
7. Act as liaison between client and community partners and other helping agencies; assist client in obtaining services from other agencies.
8. Prepare periodic reports for the Department and/or administration.
9. Exercise prudent judgment in applying policy, procedure, regulations and laws.
10. Other duties as assigned.

Personal Traits:
All Tolowa Dee-ni' Nation employees are expected to consistently demonstrate the organization's values: integrity, cultural sensitivity and respect for traditional values, continual learning and improving, compassion, teamwork and pride. Employees are expected to demonstrate integrity, professionalism, accountability, cooperation with and consideration of others.

Required Knowledge:

All Tolowa Dee-ni' Nation employees are expected to have general knowledge of typical office technologies such as computers, printers, copiers, fax machines, and typical office software.

Job Specific knowledge is listed below:
Knowledge of community organizations and the social problems calling for the use of public and private community resources.
Knowledge of current issues in the field of social welfare; social services programs including ICWC, child welfare, TANF, family violence, sexual assault and other public welfare programs
Knowledge of regional and cultural customs and values.

Required Skills and Abilities:
All Tolowa Dee-ni' Nation employees are expected to have a broad range of skills and abilities centered around a strong citizen focus, efficient performance, and teamwork. All employees should have customer service skills, interpersonal skills and good communication skills. All employees should have the ability to manage their time and organize their work to ensure efficient performance. In addition, all employees should have the ability to follow policy, procedure and instructions, actively communicate with their supervisors to ensure understanding and manage their work accordingly. Finally, all employees should have the ability to understand and manage citizen confidentiality.

Job specific skills and abilities are listed below:
Communication skills
Problem solving and critical thinking skills
Interpersonal skills and teamwork.

Minimum Requirements

- High school diploma or equivalent (GED).
- 2 years' experience in providing family, social and/or community services. (Social welfare, social services programs, ICWA, child welfare, TANF, family violence, sexual assault and other public welfare programs on the Federal, State, and local level.)
- Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.

Physical Requirements:

- Use hands and arms to operate office or field equipment.
- Sit more than half the workday.
- Stand and/or walk less than half the workday.
- Bend, stretch, twist, crouch and/or reach
- View electronic monitors for prolonged periods of time.
- Use hands and arm for repetitive motion tasks consistently for more than one hour at a time.
- Lift or carry unaided less than 50 pounds.
- Push or pull using up to moderate force.
- See and hear with normal acuity.

Working Conditions:

- Work is conducted in a standard office environment
- Moderate travel is required (up to 50% of the time)

- Work will be conducted outside in inclement weather conditions
- Work is sometimes in confined spaces and in areas of high noise and/or high/low temperatures

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____