

# Little Traverse Bay Bands of Odawa Indians

## Job Posting



**Job Title:** Survivor Outreach Services Manager

**Department:** Human Services

**Reports to:** Human Services Director

**Salary Range:** \$47,125 to \$70,688 Annually

**Status:** Exempt

**Level:** C-42

**Opens:** March 08, 2024

**Closes:** March 22, 2024

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**SUMMARY:** The Survivor Outreach Services Manager, under the direction of the Department Director, will be responsible for the community-based Survivor Outreach Services (SOS) program. This position will be responsible for daily SOS management and will be responsible for the overall direction, coordination, evaluation and success of the program. This position will report, coordinate, develop, implement and maintain policies, procedures, training and other program activities based upon the culture and traditions of the LTBB Tribal community related to victims of all crimes and Federal and Tribal laws. Community based case management, including prevention and intervention through direct and indirect services to victims/survivors will be the responsibility of the Survivor Outreach Services Manager.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assume primary responsibility for the Survivor Outreach Program.
- Develop, implement and maintain Survivor Outreach Services program to address issues involving victims of crime.
- Assign caseloads and coordinate duties and responsibilities of SOS program/advocates for the purpose of direct client services.
- Develop, implement and maintain a strategic plan for responses to issues involving victims of crimes as indicated through Federal and Tribal statutes.
- Develop, implement, and maintain specialized operation and implementation procedures.
- Schedule, coordinate and lead applicable advisory team meetings.
- Assist advocates with individual and group conferences in analyzing case challenges and work to improve SOS diagnostic, empowerment and helping skills.
- Collect and track program data; including development, implementation and maintenance of confidential client case files.
- Develop, implement and maintain confidential database system for data collection.
- Oversee day to day operation of Survivor Outreach Services program in consultation with the Director of the Department of Human Services.
- Provide supervision, management, and oversight of SOS staff.

- Develop, implement and maintain appropriate draft policies, procedures and standard forms related to Survivor Outreach Services programs.
- Provide oversight for case management on a planned basis and handle emergencies as applicable.
- Manage applicable grant application(s) and reporting requirements under the guidance of the Human Services Director. Comply with all grant reporting provisions.
- Consult with traditional individuals and elders to acknowledge and implement traditions to facilitate cultural healing within individuals and community.
- Network, consult with and educate the LTBB community about survivor issues.
- Network and consult with private, Tribal, local, state and federal entities on cases involving victims of crimes.
- Provide community-based advocacy and case management to survivors of crimes through direct and/or indirect services or by making appropriate referrals.
- Transport clients as necessary and appropriate in keeping with goals of the program.
- Accompany survivors to appointments and hearings, as appropriate.
- Provide crisis intervention and long-term support as indicated through law and policy.
- Functions as part of department team by covering office duties as necessary.
- Other duties as assigned.

#### **EDUCATION AND EXPERIENCE:**

Minimum of Bachelor's degree in social work (BSW), psychology, criminal justice field or other related field and two years providing community based direct services to survivors of crimes. Master's degree or actively working towards a master's degree in a related field preferred. Supervisory and grant experience required. Must have excellent work history, including with LTBB, if ever employed by LTBB.

**KNOWLEDGE, SKILLS AND ABILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must be familiar with LTBB Tribal codes.
- Be familiar with computers for the purpose of composing reports and entering data.
- Experience working with criminal justice systems preferred.
- Experience working within a Native American community.
- Experience working with the Little Traverse Bay Bands community preferred.
- Ability to read, analyze, and interpret, professional journals, technical procedures and regulations.
- Ability to write reports and business correspondence.
- Ability to create and implement policy.
- Ability to effectively present information and respond to questions from clients, staff and the general public.
- Must have excellent work history, including with LTBB, if ever employed by LTBB.
- Cultural sensitivity is required.

#### **SUPERVISORY RESPONSIBILITIES:**

Responsible for the overall direction, coordination, and evaluation of the Survivor Outreach Services program staff. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include but not limited to: interviewing, hiring, and training employees; planning, assigning, and directing work; facilitating program meetings; coordination of professional development; performance evaluation and staff recognition; rewarding and disciplining employees up to and including termination; addressing complaints and resolving problems.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess valid driver's license, be insurable for duration of employment and have reliable transportation at all times.

**COMMENTS:** Indian preference will apply. Position is contingent upon completing and passing a thorough background check.