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| **JOB DESCRIPTION**The Tulalip Tribes publicly announces that Native Preference to hiring shall apply to the Tulalip Tribal job opportunities |
| **Job Title** | Coordinator- Forensic Interviewer | **Division** | Family Advocacy |
| **Department** | CAC & LOH | **BOD, CEO, COO** | CEO |
| **Location** | 2321 Marine DR NE | **Travel Required** | Yes |
| **Pay Grade** | Grade 13 | **Position Type** | Full Time |
| **Background Tier** | Tier I-C CAC/LOH | **Classification** | Exempt |
| **Skills Test Required** | No | **Safety Sensitive** | No |
| **Supervisor** | Director- CAC & LOH | **Subordinate(s)** | Yes |
| **JOB SUMMARY**Perform a variety of professional and managerial responsibilities overseeing the Children’s Advocacy Center, and Legacy of Healing Programs, services, and staff. Manages programs and services for children who are victims of crime, and adult victims of intimate partner domestic violence, sexual assault, sex trafficking, and stalking. Develop and implement department goals, coordinate, monitor, and evaluate client needs, services, and outcomes. Ensure a safe and secure environment while upholding the integrity of the programs for the benefit of our victims/survivors. Prepare and administer departmental budget(s). The position is also responsible for conducting forensic interviews with children, and adults who are victims of sexual assault and physical abuse, or other abuse.**ESSENTIAL JOB DUTIES** * Formulate plans to achieve the Children’s Advocacy Center, and Legacy of Healing mission, vision, goals and objectives. Manage and organize department programs, operations, personnel, contractors, and vendors.
* Cultivate a culture of caring, compassion, and trust for Children’s Advocacy Center, and Legacy of Healing clients.
* Facilitate meetings, development opportunities and attend case management meetings.
* Coordinate and collaborate with other tribal departments and outside agencies to better meet the needs of the community.
* Continuously evaluate department operations, programs and client data to support decisions regarding services, policies, procedures, and quality improvement.
* Research, write, and submit for applicable grants, ensuring accurate and timely grant reporting.
* Coordinate, prepare and maintain accurate records for employees, clients, and grant funders.
* Create & communicate up-to-date department policies, procedures, & standards of work.
* Ensure compliance with Tulalip Tribes and other applicable laws, codes, policies and procedures.
* Grow and develop high performing teams.
* Engage, coach, supervise, train, and evaluate assigned employees.
* Provide guidance & support for staff, self-care & wellness to minimize the effects of trauma exposure.
* Direct and manage the work of contractors and consultants.
* Provide assistance with the re-accreditation process
* Assist the Director with approval of purchase orders and check orders in munis
* Represent assigned department(s) to internal government audiences, the Tulalip Tribes community, and external agencies, organizations, and individuals. Negotiate service contracts as needed.
* Coordinate interview schedules with members of the multidisciplinary team (MDT)
* Interview child victims of sexual assault and physical abuse as requested
* Document interviews, maintain detailed records of all interviews and statistics, willingness to be audio and video recorded is required.
* Testify in court as requested
* Operates company vehicle to transport clients, and their personal vehicle to drive between various work sites
* Regular and satisfactory attendance and punctuality.
* Other related job duties as assigned.

**MINIMUM REQUIRED EDUCATION*** Bachelor degree in Human Services, Social Services or related field.
* Child Abuse Interviewing and Assessment with the Criminal Justice Training Commission and the Alliance for child Welfare Excellence, or equivalent training in a nationally-accepted protocol related to interviewing child victims of sexual or physical abuse.

**MINIMUM RELATED EXPERIENCE*** Five (5) years of experience working with children, families, social workers, law enforcement and survivors of domestic violence.
* Three (3) years of experience in a supervisor or management capacity including employee supervision and budgetary responsibility.
* One (1) year experience with forensic interviewing of children and youth, with at least 20 completed interviews
* One (1) year experience successfully preparing of grant proposals, managing grant funding, and reporting for compliance with funders.

**REQUIRED LICENSES/CERTIFICATIONS/PREREQUISITES*** WA State Driver License. **(Personal Auto Insurance)**
* Must adhere to the Motor Vehicle Regulation. **(Abstract Required)**
* CPR & First Aid Certificate. *\*Will allow sixty (60) days from start date to obtain.*
* Must submit training certificates related to dealing/working with survivors of domestic violence
* Must submit training certificates related to dealing/working with children who are victims of crime
* Complete 8 hours of DEI Training, every two (2) years
* Attend a domestic violence and sexual assault advocacy training.
* Mandated Reporter training upon hire and taken annually
* Must be eligible to work in a designated Safe Zone per Title 4. Section 4.25.680
* Employment is contingent upon successful completion of a pre-employment background check.

**KNOWLEDGE OF*** Principles and best practices related to human and social services program management.
* Applicable Tribal, Federal, State, and local laws, regulations, codes, and/or statutes.
* MS Office Word, Excel, Outlook, and PowerPoint.

**ABLE TO*** Work effectively in a culturally diverse environment.
* Not engage in any activities that conflict with the interests of the programs.
* Maintain confidentiality, communicate with tact and discretion, and de-escalate crisis situations.
* Direct employee and contractor work, lead teams, and meet project timelines.
* Organize, plan, coordinate, and carry-out assigned tasks with accuracy and attention to detail.
* Provide excellent customer service and problem solve effectively.
* Learn, interpret and apply codes, policies, procedures, and other written materials.
* Continually learn and utilize a variety of information systems and software.
* Work flexible, demanding, and extended schedules, including evenings, weekends, and holidays.

**PHYSICAL REQUIREMENTS*** Dexterity for the operation of computer, office machines and routine paperwork.
* Stamina to sit, stand and/or walk for prolonged periods.
* Mobility to bend, stoop, and/ or climb stairs.
* Ability to lift objects weighing up to 25 lbs. occasionally.
* Operate a motor vehicle.
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| Reviewed By: | Tiana Hatch | Date: | 4/16/2024 |
| Approved By: | Jade Carela | Date: | 4/16/2024 |