

THE AROOSTOOK BAND OF MICMACS  
POSITION DESCRIPTION

TITLE: Director of Family Violence Prevention

IMMEDIATE SUPERVISOR: Tribal Administrator

CLASSIFICATION: Full Time/Permanent

NOTE: The following includes data on essential job functions, as well as physical, mental academic and experiential requirements for the job defined herein. The description is meant to serve interviewers, applicants, directors, and incumbents a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks, and assume the responsibility as described herein. Some aspects of this portion may change over time, according to the Tribe's needs, which changes may not be recorded herein at this time.

SUMMARY OF POSITION: The Director of Family Violence will be responsible for administering the Micmac Family Violence Program and Shelter.

EDUCATION: Bachelor Degree in Social Work, Psychology, Sociology or a closely related human services field

LICENSES OR CERTIFICATIONS: Valid Maine state driver's license

EXPERIENCE: At least two years' experience working with victims of domestic violence.

SKILLS/KNOWLEDGE/ABILITIES REQUIRED: Ability to work independently and as a leader. Ability to plan, organize, develop and deliver programs and services, manage public relation activities, manage personnel and resources. Knowledge and experience working with tribal government and programs a plus.

WORKING CONDITIONS: Normal office setting.

FUNCTIONS/TASKS:

- Interview, evaluate and provide intake to Native American victims of domestic violence, dating violence, sexual assault or stalking;
- Establish compatible goals of service with the client;
- Provide for the emergency needs of children and adult victims including: transitional housing, food, clothing, counseling, medical, legal, educational and cultural needs;
- Collaborate with area service providers including social services, Indian Health Service, tribal law enforcement, tribal court and local Housing Authority;
- Establish collaboration among non-profit, non-governmental Indian victim service provider organizations in order to maximize victim services;
- Prepare monthly, quarterly and annual financial and narrative reports to the executive director, tribal council, general counsel and funding agency as required;
- Implement the goals and objectives of the grants;
- Provide supervision to the domestic violence caseworker as needed;
- Prepare all the necessary forms, reports and case management;

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- Strictly adhere to ABM Policies and Procedures, with special attention to those involving confidentiality.
- Participate in regular Director Meetings.
- Other related duties as required

NOTICE: This position in no way states or implies that the responsibilities and tasks are only responsibilities and tasks to be performed by the employee occupying in this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are the minimum levels of knowledge, skills and/ or abilities needed to manage the program successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modifications to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety to themselves or others.

PREFERENCE WILL BE GIVEN TO NATIVE AMERICAN APPLICANTS