

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applications for the following position:

OPENING DATE: July 19, 2021

CLOSING DATE: July 30, 2021

TRIBAL FAMILY ADVOCATE AND PREVENTION COORDINATOR

JOB STATUS:

Tribal Family Advocate and Prevention Coordinator

Career Field: Program Staff

Pay Range: \$17.47 – \$30.29 per hr.

Category: C

Status/Term: Non-Exempt, Full-time

LOCATION:

Penobscot Nation

Social Services

Classification: Full-time, Regular

4 Down Street

Indian Island, ME 04468

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BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

- Bachelor's Degree in Social Work, Human Services or a related field **required**.
- A *minimum* of one year of domestic violence related experience **required**.
- This position requires knowledge on techniques in individual and group facilitation, building workgroups, coalitions, and partnerships.
- Applicant must never have been convicted of a felony.
- This person must also successfully undergo a character investigation, including a Tier 3 criminal background check and fingerprinting as required by P.L. 101-630.

Native American Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

HOW TO APPLY:

- Apply online at penobscotnation.org/departments/human-resources.
- Submit completed applications and resume along with certifications to Human.Resources@penobscotnation.org

For further information, call 817-7312 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: TRIBAL FAMILY ADVOCATE AND PREVENTION COORDINATOR (TFAPC)

Department: Social Services

Reports To: Social Services Assistant Director

Rate of Pay: \$17.47-\$30.29

Category: C

Status/Term: Non-Exempt (Hourly), Full-time

JOB SUMMARY:

The Violence Against Women Act of 2013 (VAWA) and the White House Council's Task Force on Children Exposed to Violence Initiative both identify combatting domestic violence in tribal communities as a priority. This position is part of BIA's effort to provide social services programs the capacity to respond to and prevent domestic violence and child maltreatment, and would be an invaluable resource to the community. Responding to incidences of domestic and family violence is complex work and this position will be critical in arranging coordination of services among multiple service providers, so that those services reach and positively impact the victim and family. The purpose of the work is to develop and implement a family advocacy/prevention program.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Responsible for providing input into the development of Bureau-wide practices and procedures to ensure compliance and accountability with 25 CFR Part 20 families and communities.
- Developing new approaches for the long-range implementation and administration of the program, and/or developing criteria for evaluating the effectiveness of the program to meet children and families' needs.
- Develops methods to improve the effectiveness with which programs are administered and the research and coordination with other governmental departments.
- Communicate needs with BIA to develop and administer a comprehensive FAPP.

- Responsible for developing and establishing linkages and collaborate on Domestic Violence Program efforts with community healthcare and social service agencies.
- Develop tribal policies and procedures for program operation and prepares reports and statistics for tribal use.
- Responsible for the program's budget and various control points assigned to the program within the assigned areas.
- Manages and controls the use of data related to this programs regarding day to day functioning and program evaluation.
- Maintains professional contacts and liaison with personnel within the Tribe, and other Federal and State agencies, BIA Regional Office, private sector representatives, Indian advocacy and public interest groups.
- Responsible for designing and implementing a tribal plan to combat family violence and strengthen American Indian and Native American (AI/NA) communities and families with an emphasis on intervention and prevention through the development of tribally-driven and culturally relevant service models.
- Serving as a liaison between the Tribe, BIA Regional Office, Office of Justice Service (OJS), Bureau of Indian Education (BIA), and other Federal Agencies such as the Department of Justice (DOJ), Department of Health and Human Services (DHHS), Department of Labor (DOL), and Department of Housing and Urban Development to coordinate resources and services for healthier and safer American Indian and Alaska Native (AI/AN) families.
- Meets with the BIA Regional Social Worker located in the tribal service area, key stakeholders, and tribal delegations to discuss issues relating to programs for AI/AN children, the elderly, and families.
- Performs other related duties as requested.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (education required/preferred, skills required/preferred, years of experience required/preferred)

Bachelor's Degree in Social Work, Human Services or a related field required. A minimum of one year of domestic violence related experience required. This position requires knowledge on techniques in individual and group facilitation, building workgroups, coalitions, and partnerships. Applicant must never have been convicted of a felony. This person must also successfully undergo a character investigation, including a Tier 3 criminal background check and fingerprinting as required by P.L. 101-630. Native American Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

LICENSES/CERTIFICATES/REGISTRATIONS: (driver's license, professional licensing/certification)

Valid driver's license required.

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (physical requirements of position, job environment/conditions)

N/A

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request