

**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: March 17, 2023**

**CLOSING DATE: April 4, 2023**

**Domestic Violence/Sexual Assault Program Coordinator**

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**JOB STATUS:**

**Domestic Violence/Sexual Assault Advocate**  
**Career Field: Medical**  
**Pay Range: \$24.75- \$32.64 per hr.**  
**Category: A-15**  
**Status/Term: Exempt, Full-time**

**LOCATION:**

**Penobscot Nation**  
**Health Department**  
**Classification: Full-time**  
**12 Wabanaki Way**  
**Indian Island, ME 04468**

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**BRIEF DESCRIPTION OF DUTIES:**

**SEE ATTACHED JOB DESCRIPTION**

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**QUALIFICATIONS REQUIRED:** Baccalaureate Degree from an accredited institution with a major in social work or related field, or an Associates degree in a related field with 1-2 years experiences, or in lieu of a degree 2-3 years' experience required. Prior experience facilitating workshops or delivering presentations in related area preferred. A minimum of one-year experience providing domestic violence services/sexual assault services preferred. Previous experience working with Battered Women/Men and an understanding of Post Traumatic Stress Disorder is preferred. Must possess a strong working knowledge of psychodynamics, group work, case work, health systems and human and child development. Computer proficiency and demonstrated familiarity with windows; Microsoft programs required. Ability to work independently, has positive communication skills, and ability to show empathy to clients served. prove skills in analyzing facts and exercising sound judgment in arriving at conclusions; ability to multi-task and handle large volumes of work; ability to communicate complex ideal effectively; ability to evaluate the work of others; ability to establish and maintain the effective working relationships with clients, employees and other social service providers required. Must have the ability to write well and have the ability to present program information to the general public. Must be 21 years of age or older, having not been convicted of a non-traffic misdemeanor within the past year. Applicant must have never been convicted of a felony. Applicant will be required to sign a waiver for background check. Indian preference will be adhered in accordance with the Penobscot Nation's Personnel Policies and Procedures.

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**HOW TO APPLY:**

- Apply online at [penobscotnation.org/departments/human-resources](http://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](mailto:Human.Resources@penobscotnation.org)

## **JOB DESCRIPTION**

**Position Title:** DV/SA Program Coordinator

**Department:** Indian Health Services

**Reports To:** Health Director

**Rate of Pay/Category:** \$24.75-\$31.64 (A-15)

**Status/Term:** Exempt

### ***JOB SUMMARY:***

The Domestic Violence & Sexual Assault Program Coordinator assures primary responsibility for the management and oversight of the Domestic Violence and Sexual Assault Program. This is a critical position which provides immediate assistance in the form of crisis intervention, advocacy and support services to victims of Domestic Abuse, Sexual Assault, Family violence and other areas of victims-based training.

### ***ESSENTIAL DUTIES/RESPONSIBILITIES:***

- Assumes responsibility for meeting goals and objectives as outlined in funding application and departmental policies and procedures.
- Resumes responsibility for supervision of program staff.
- Provides direct services to victims of Domestic Violence and Sexual Assault including individual and group support, crisis intervention, information and referrals, and advocacy.
- Position will be 75% of advocacy and 25% administrative, flexibility with communication with supervisor
- Interviews clients using standard case work techniques to determine suitability for services; assesses their level of functioning and makes admission suggestions.
- Obtains release of information from client as needed.
- Arranges recruitment, training, and supervision for volunteer advocates.
- Conducts training to other social service staff, other Tribal Department staff and non-tribal entities.
- Represents DV/SA program at inter/intra-departmental committees and or task forces related to sexual assault and domestic violence.
- Participates in community prevention education programs/activities, designs and facilitates workshop.

- Develops and administers support groups.
- Coordinates, monitors and participates in on-call scheduling.
- Coordinates and delivers 40 hr (12 week) Domestic Violence hot line training to interested volunteers on an annual basis.
- Performs exit interview and/or discharge planning when appropriate.
- Attends hearings to assist legal staff or gives testimony regarding specific cases.
- Prepares summaries and reports, as needed.
- Prepares and maintains case files for the DVSA program.
- Maintains strict confidentiality, including adherence to VOWA guidelines.
- Collaborates with and makes appropriate referral of clients to other tribal service providers as well as to off-reservation agencies or resources.
- Participates in the provision of education and support activities designed to promote family wellness.
- Perform other related duties as requested.

***KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS:***

Baccalaureate Degree from an accredited institution with a major in social work or related field, or an Associates degree in a related field with 1-2 years experiences, or in lieu of a degree 2-3 years' experience required. Prior experience facilitating workshops or delivering presentations in related area preferred. A minimum of one-year experience providing domestic violence services/sexual assault services preferred. Previous experience working with Battered Women/Men and an understanding of Post Traumatic Stress Disorder is preferred. Must possess a strong working knowledge of psychodynamics, group work, case work, health systems and human and child development. Computer proficiency and demonstrated familiarity with windows; Microsoft programs required. Ability to work independently, has positive communication skills, and ability to show empathy to clients served. prove skills in analyzing facts and exercising sound judgment in arriving at conclusions; ability to multi-task and handle large volumes of work; ability to communicate complex ideal effectively; ability to evaluate the work of others; ability to establish and maintain the effective working relationships with clients, employees and other social service providers required. Must have the ability to write well and have the ability to present program information to the general public. Must be 21 years of age or older, having not been convicted of a non-traffic misdemeanor within the past year. Applicant must have never been convicted of a felony. Applicant will be required to sign a waiver for background check. Indian preference will be adhered in accordance with the Penobscot Nation's Personnel Policies and Procedures.

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

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, kneel, bend, crouch, run, reach overhead, grasp, push, and pull, use hands to finger, handle, or operate objects, controls, or equipment. The employee must be able to work at a computer terminal for extended periods of time. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Although work is performed most frequently in a normal office setting, some work may occur in an outdoor setting. Some exposure to childhood and other diseases may occur. The employee may be required to work outside normal workdays and office hours to meet operational deadlines and may be required to work in emergency situations.

***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 Procedure***

***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***