



Redwood Valley Little River Band Of Pomo Indians

3250 ROAD I, REDWOOD VALLEY, CALIFORNIA 95470 707-485-0361

Job Description

POSITION: Victim Assistance Coordinator

FULL TIME: \$20.00 per hour

SUPERVISED BY: ICWA Director

CLOSING DATE: OPEN UNTIL FILLED

RESPONSIBILITIES:

Victims Assistance Coordinator will be responsible for development of plans and policies for a full Victims Assistance Program. Working with staff to complete an FY 23 application to DOJ. Providing direct assistance and referrals to victims needing assistance.

GENERAL RESPONSIBILITIES

1. Coordination of data from assessments and referral requests
2. Work with attorney, staff and Tribal Council to develop ordinances and codes necessary for operation of a complete violence prevention program.
3. Providing direct services to applicants to facilitate referrals, including transportation and assistance with housing applications.
4. Verifying services with other agencies to determine barriers to client access.
5. Evaluate data to determine the best scope of services to prepare funding applications.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Attention to accuracy, detail, and correcting errors.
- Requires strong interpersonal, written and verbal communication skills.
- Ability to utilize organizational skills to efficiently manage data
- Ability to work independently.
- Ability to maintain confidentiality.
- Strong Microsoft Office Work, Outlook and Excel skills.

MINIMUM REQUIREMENTS

High School Diploma or Equivalent

Human Services Certificate

Two (2) years related experience in program development, victims services, .

Indian Preference applies.