



The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
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OPEN: 04/19/21
CLOSE: 05/07/21

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: VICTIM COORDINATOR

RESPONSIBLE TO: Judicial Director

SALARY: GS - 07 \$34,137 - \$44,371 Annual/Full Benefits
GS - 08 \$37,810 - \$49,615 Annual/Full Benefits
GS - 09 Full Benefits (requires 10+ years of tribal service)

CLASSIFICATION: Non-Management, Regular, Full-Time

LOCATION: The Klamath Tribes
Tribal Court
116 Chocktoot St.
Chiloquin, Or 97624

BACKGROUND: Comprehensive Employment

POSITION OBJECTIVES

The Victim Coordinator will initially develop the program's policy/procedure and forms to use for Victim's services. The Coordinator will work closely with the Judicial Director to facilitate the expansion of services and the types of victims served. The Coordinator will perform leadership functions to provide victim advocacy, assistance and outreach. The Victim Coordinator will work with other agencies and communicate with Tribal decision makers regarding program status updates.

MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for coordination of the Victims of Crime project.
2. Research Office for Victims of Crime information to utilize for the start-up of this project.

3. Direct project management to include identification and program response development, implementation, coordination, evaluation, and termination.
4. Develop, coordinate and deliver community outreach awareness and education at various venues where victims can be reached.
5. Orient victims and their families to tribal, state, and federal criminal justice process by explaining rights, procedures and status of criminal proceedings or cases. Attend court hearings with victims.
6. Function as a sensitive and culturally knowledgeable advocate to support victims with their decision-making processes.
7. Provide support to victims and family during interviews by law enforcement, attorneys and court personnel.
8. Assist with impact statement preparation.
9. Assist victims to apply for emergency and short-term services and assistance.
10. Assist in preparation of orders or work with staff to complete court orders.
11. Confer with officials on status of cases where appropriate; including State, County, Court Systems, and other Tribes or agencies who have crime victim programs.
12. Make certain that services to victims are well and continuously coordinated across agencies and provide victim follow-up.
13. Coordinate with tribal liaisons from Oregon U.S. Attorney's Office or other agencies when appropriate.
14. Interact with current partners and assist in the development of new partnerships to benefit victim services and needs. Attend local law enforcement, victim services and other meetings.
15. Develop and maintain relationships with tribal and non-tribal systems to inform and educate them regarding the impact of violence in tribal communities and to promote the program and services to improve responses to tribal victims.
16. Develop or maintain intergovernmental relationships and Memoranda of Understanding (MOU).

17. Maintain accurate records of activities for reporting, prepare narrative and statistical data for reporting requirements.
18. Travel to assist victims who cannot come to the office and to attend mandatory trainings and meetings.
19. Provide presentations to Tribal Council, General Council, Tribal programs and tribal committees as necessary.
20. Coordinate support services for clients attending hearings and other legal appointments.
21. The incumbent will be called upon to accomplish other tasks within the scope of work.

SUPERVISORY CONTROLS

Work is performed under the supervision of the Judicial Director. The employee will work closely with the Judicial Director as well as independently when necessary and referring any unusual problems or matters affecting policy and or program. Work and records are reviewed on a regular basis to ensure program compliance.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation.

Knowledge of laws, (Tribal, State, and federal) legal codes, court procedures, precedents, government regulations, executive orders, agency rules.

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Knowledge of tribal culture and practices and the ability to work in tribal communities. Ability to apply general rules to specific problems to produce answers that make sense.

Ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Ability to bring others together and trying to reconcile differences.

Ability to persuade others to change their minds or behavior.

Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Ability to complete reporting requirements and meet required deadlines.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Ability to read and understand information and ideas presented in writing in work related documents.

Ability to actively listen, giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Ability to speak to others, including large groups, to convey information effectively.

Ability to communicate information and ideas in verbal and written form, so others will understand.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to have one or more years of relevant education and/or experience working with Court Services, Judicial Services or Legal services.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to submit to and clear an alcohol/drug screen and random testing as per policy.

- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- A Bachelor Degree in Criminal Justice, psychology, sociology, or any related field, is preferred. *(Must submit copy of diploma or transcripts with application for consideration.)*

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)