



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

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 04/04/23
CLOSE: 04/18/23

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: MMIP COORDINATOR

RESPONSIBLE TO: Healing Winds Program Manager

SALARY: Step Range: 15-34; Full Benefits
Salary Range: \$41,687 - \$73,098
Hourly Range: \$20.04 - \$35.14

CLASSIFICATION: Non-Management, Regular, Full-Time

LOCATION: The Klamath Tribes Administration
501 Chiloquin Blvd.
Chiloquin, OR. 97624

BACKGROUND: P.L. 101-630 level background

POSITION OBJECTIVE

The Missing and Murdered Indigenous Peoples (MMIP) Coordinator is responsible for all program activities related to the development and operation of the MMIP Initiative to be operated within the Healing Winds Program of the Social Services Department. This is a new project, which seeks to provide emergency services to MMIP victims' families, develop cooperative agreements with local and state agencies to better assist victims and their families, and raise awareness about the MMIP crisis. The MMIP Coordinator will respond first to family members of a missing or murdered indigenous person and, if the victim is found, to the victim themselves. The purpose of the position is to support families according to their unique needs such as navigating investigation processes, court accompaniment, and tracking court dates and processes. The position will involve local travel and may require working evenings, weekends, and on holidays. The MMIP Coordinator will report directly to the Healing Winds Program Manager.

MAJOR DUTIES AND RESPONSIBILITIES

1. Conduct research, develop policy, procedures, forms, and response plans that reflect current best-practices for responding to MMIP cases and supporting victims' families. Make recommendations to Healing Winds Program Manager on strategies and services for implementation based on program outcomes and/or emerging best-practices research.
2. Collect and centralize information regarding missing or murdered Klamath Tribal members worldwide and all indigenous persons residing within Klamath County, Oregon. Maintain up-to-date information of case progress, outcomes, and demographics regarding victimology of victims.
3. The MMIP Coordinator will support and advocate for family members of MMIP victims through court accompaniment, tracking court dates and processes, locating grief support groups, and/or referrals for counseling services. All services are tailored to each individual/family's unique needs.
4. Provide services to the family members of MMIP victims following up with law enforcement on open cases, accompaniment to law enforcement interviews, navigating investigation processes, and making referrals for support services as-needed and appropriate.
5. Assist family members of MMIP victims with publication costs for missing persons and organizing volunteer searches.
6. Provide emergency support services to family members of MMIP victims not provided through Oregon Crime Victims Compensation Program, based upon each individual/family's unique needs. Allowable services may include: reunification costs (including exhumation if needed); repatriation and burial assistance.
7. Coordinate with tribes and county, state, and federal agencies and organizations to create a comprehensive network of referral and cooperative agreements for serving MMIP victims and their families. Participate in inter-agency planning taskforces.
8. Plan and organize annual MMIP Awareness Event coordinating with partner agencies and community members. Participate in various outreach activities, host community awareness trainings, and inter-agency workshops as determined by supervisor.
9. Maintain information materials, provide community awareness, and centralize resources related to MMIP initiative.
10. Locate information and resources to support survivors and families. Facilitate referrals for survivors and families to National and outside organizations when appropriate.

11. Maintain thorough and accurate quantitative data, individuals served, case note narratives, tracking logs, and forms as it relates to daily collection of grant-required data. Provide reports to supervisor as requested.
12. Maintain an effective filing and record retention system, ensuring accuracy, strict confidentiality and security of all files.
13. Attend approved training/conferences and workshops to maintain current knowledge of relevant issues, legal practices, trauma issues and regional tribal and non-tribal practices.
14. Adhere to Klamath Tribes polices and laws, federal laws, funding agency regulations, and Healing Winds policies, procedures, and processes at all times. When providing services ensure that professional boundaries are maintained.
15. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

Under the general guidance and administrative control of the Healing Winds Program Manager, employee performs overall planning, execution, and evaluation of the MMIP Program and completes work in compliance with applicable Tribal and federal policies, procedures and regulations. The Healing Winds Program Manager outlines the overall program objectives and priorities, time limits and the financial resources available. The employee plans and schedules recurring work, handles problems and completes work using own initiative, exercising judgment according to previous training, experience and instructions. Work is reviewed from an overall standpoint in terms of meeting objectives, outcomes and effectiveness in compliance with laws, regulations, policies and procedures.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

Good organizational and planning skills. Ability to meet deadlines and manage processes within established guidelines.

Ability to establish and maintain effective and cooperative working relationships with employees, contractors, other departments, state, county outside agencies, Tribal members, elected Tribal officials, and the general public.

Ability to achieve programmatic and organizational objectives making sound decisions exercising judgment based on previous experience, training, and instructions.

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

Ability to listen to and understand information and ideas presented through spoken words and written documents.

Excellent communication skills. Ability to prepare written documentation and present oral reports in a clear and concise manner. Ability to communicate information and ideas in speaking so others will understand.

Must have excellent customer relationship skills; 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.

Demonstrated understanding of racial and social justice inequity as it relates to current and historical outcomes and interactions with both local law enforcement agencies and state courts, with Tribal communities and people residing within Klamath County, Oregon.

Demonstrated understanding of statistical analysis, including experience working with large databases and datasets, experience overseeing primary and secondary data collection and analysis, and familiarity with general research methodologies.

Facilitation, negotiation, and conflict resolution skills.

Must be able to perform all duties in a manner that ensures the **strictest confidentiality**, due to access to sensitive information.

QUALIFICATIONS, EXPERIENCE, EDUCATION

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

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.)*
- **REQUIRED** to have an associate's degree in sociology, social services, human services, or related-field **OR** an equivalent combination of education and experience which satisfactorily demonstrates the knowledge, skill, and ability to perform the job duties may be considered in lieu of degree. *(Must submit a copy of diploma and/or transcripts for educational consideration.)*

- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to complete and maintain grant-required training and regulations including but not limited to civil rights training; advocacy training; victim confidentiality; and whistle blower protection.
- **REQUIRED** to work an irregular work schedule outside of normal business hours, as scheduled by supervisor.
- **REQUIRED** to maintain professional boundaries with current victims and previous clients.
- **REQUIRED** to communicate and model respect for and towards all clients, Tribal members, Tribal officials, supervisors and co-workers.
- **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 adhere to The Klamath Tribes Alcohol and Drug Free Workplace 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 Sociology, Criminology, or Social Services and prior social services experience is preferred.
- Prior positive working experience with Native Americans in a related field is preferred.

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)