



## The Klamath Tribes

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

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

OPEN: 06/28/24  
CLOSE: Until Filled

EXEMPT \_\_\_\_\_  
NON-EXEMPT X

### POSITION DESCRIPTION

**POSITION:** VICTIM COORDINATOR

**RESPONSIBLE TO:** Judicial Director

**SALARY:** Step Range: 15-25; Annual/Full Benefits  
Salary Range: \$43,103 - \$57,927  
Hourly Range: \$20.72 - \$27.85

**CLASSIFICATION:** Non-Management, Regular, Full-time

**LOCATION:** The Klamath Tribes Tribal Court  
35601 S. Chiloquin Road  
Chiloquin, OR 97624

**BACKGROUND:** Comprehensive Employment

### POSITION OBJECTIVES

This position will work closely with the Judicial Director to facilitate the Office of Victims of Crime, Victim Services Program and assist with providing services to victims of crime. The Victim Coordinator will provide victim advocacy, assistance, documenting information for reporting, completing data reporting, and outreach. The Coordinator will work with other agencies and communicate with Tribal decisionmakers regarding program status updates.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Function as a sensitive and culturally knowledgeable advocate to support victims decision-making processes.

2. Orient victims and their families to tribal, state, and federal criminal justice process by explaining rights, procedures and status of criminal proceedings or cases.
3. Provide support to victims and family during interviews by law enforcement, attorneys and court personnel.
4. Make certain that services to victims are provided and continuously coordinated across agencies; provide victim follow-up.
5. Assist with impact statement preparation.
6. Assist victims to apply for emergency and short-term services and assistance.
7. Travel to various locations to assist victims who are unable to come to the office.
8. Confer with officials on status of cases, where appropriate.
9. Attend and participate with Tribal, Community and other agency groups, committees and taskforce.
10. Assist with the delivery of community outreach awareness and education at various venues where victims can be reached.
11. Responsible for completing reporting requirements. Reporting is completed in grant-specific portals.
12. 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.
13. Maintain accurate records of activities for reporting, prepare narrative and statistical data. Enter data into the government database for reporting on the OVC grant.
14. Provide program presentations to Tribal Council, Tribal programs, or other agencies, as assigned.
15. Attend mandatory meetings and trainings, which requires traveling to other locations.

16. Positively, interact with current program partners and assist in the development of new partnerships to benefit victim services and needs.
17. Develop intergovernmental relationships and Memoranda of Understanding (MOU), if they do not already exist with program partners.
18. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

### **SUPERVISORY CONTROLS**

Work is performed under the general supervision of the Judicial Director. Employee works independently, referring unusual problems or matters affecting policy to the supervisor. Work and records are reviewed on a regular basis to ensure program compliance.

### **KNOWLEDGE, SKILLS, ABILITIES**

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

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.

The ability to apply general rules to specific problems to produce answers that make sense.

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

The ability to listen to and understand information and ideas presented through spoken words and sentences. 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.

The ability to communicate information and ideas in speaking so others will understand. Talking to others to convey information effectively.

The ability to bring others together and trying to reconcile differences or persuade others to change their minds or behavior.

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

Must maintain compliance with federal and Tribal laws as it relates to administering a victim service program; must maintain **strict confidentiality** of records and information pertinent to the nature of the work.

### **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 experience working with Native Americans living in a predominantly Native Community in related field.
- **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 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.
- **REQUIRED** to be fully vaccinated for COVID-19 **or** have approved exemption status before the first day of employment, as per the Klamath Tribes' COVID-19 Mandatory Vaccination Policy.

**Preferred Qualifications:**

- A degree in Social Services, Criminal Justice, psychology, sociology, or any related field is preferred. *(Must submit copy of diploma or transcripts with application.)*

**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.

<b>EMPLOYEE ACKNOWLEDGEMENT:</b>	
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.	
<b>Employee (printed name)</b>	<b>Employee (signature)</b>