

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2019-028 **Issue Date:** 01-29-19 **Closing Date:** 02-04-19

Project Coordinator II-Domestic Violence Shelter
Behavioral Health
Department of Human Services
Hourly Wage: \$18.58/Regular/Full-Time

Responsible for the development, design, and promotion of specified Domestic Violence, Sexual Assault/abuse and Crime Victim Services for Shelter and/or Transitional Housing on the Yakama Reservation. Under the direct supervision of the Program Director, the Project Coordinator II is responsible for managing and overseeing the provision of emergency shelter program and/or Transitional Housing services and support to women, teens and their children.

Knowledge, Skills and Abilities:

- Knowledge of conducting program evaluations, measurements for research progress and outcomes.
- Knowledge working with Tribal programs and non-Tribal organizations and articulating program needs verbally or in written format.
- Knowledge of mental health, and substance abuse treatment, social justice issues on the Yakama Reservation.
- Knowledge of working with grants, objectives, and activities to maintain contractual compliance.
- Knowledge of social and health services agencies of the Yakama Nation and adjacent communities as a resource to youth, elders, and community members of the Yakama Nation.
- Knowledge, skills and ability to complete required documentation of activities, objectives and goals.
- Knowledge and ability to write Memorandums of Understanding and Agreements for program inter-agency collaboration.
- Knowledge in media, public speaking, communications, social marketing and design.
- Ability to communicate verbally and in writing.
- Ability to train individuals and/or large groups of people.
- Proficient in Microsoft Office programs.
- Ability to meet multiple deadlines and multi-task.
- Must have high skill-level writing abilities.
- Ability to demonstrate strong writing skills. If interviewed, Interviewee may be asked to write a report or document by Program Director.
- Verifiable completion of state mandated 40 hour domestic violence Advocate/Counselor training or will complete the next scheduled agency 40 hour domestic violence Advocate/Counselor training.

Minimum Requirements:

- Associates of Arts Degree.
- Two years of work experience with direct service with Victim Advocacy.
- Required to pass pre-employment drug test.
- Must possess a valid Washington State Driver's License with minimum liability insurance.
- Must pass pre-employment criminal background check.
- Access to adequate modes of transportation.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.