

**BRISTOL BAY NATIVE ASSOCIATION
POSITION DESCRIPTION**

POSITION TITLE: Coordinator: Prevention Services

OBJECTIVE: Coordinate and provide community outreach, educational activities, and prevention strategies which result in a better understanding of the root causes and dynamics of domestic violence, sexual assault, and related abuse.

QUALIFICATIONS: Candidates must demonstrate their ability to accomplish the Essential Job Results stated below:

REQUIREMENTS:

- Solid understanding of the root causes, dynamics and prevention strategies for domestic violence, sexual assault and related abuse.
- Basic understanding and respect for tribal law and knowledge of criminal, civil and community justice systems including ICWA, tribal courts and jurisdictions in PL 280 states.
- Ability to work independently with minimal supervision, to communicate effectively, and to work with people of varied backgrounds and value systems.
- Familiarity with Bristol Bay Region including: resources, people, and culture.
- Willingness and ability to work flexible hours, travel to regional villages, and fly in small airplanes.
- Demonstrated leadership ability and experience in community activism.
- Computer literacy: keyboard, MS programs, e-mail/internet, ability to research, compile and submit required reports and documentation.
- Background clearance check including fingerprints.

Preferred:

- Associate Degree in Human Services or High School Diploma/GED + two additional years of related experience.
- Conference planning and facilitation.
- Bi-lingual in Yupik and English.

Complete achievement of certain of the above specifications may not be required if, in the opinion of BBNA a particular candidate possesses significant offsetting characteristics, such as past accomplishments, experience, education, or estimate of future potential.

ESSENTIAL JOB RESULTS

Achieve Program Goals and Outcomes

by

- Using creative approaches to effectively connect with people across a diverse population; i.e., differing age groups, cultures, leadership, community members, those who are quiet, and those who are more outgoing.
- Facilitating opportunities for voices to be heard.

- Coordinating opportunities for a continuing and open dialogue to address root causes and action to eliminate interpersonal violence moving forward.
- Coordinating activities which inspire and support communities in developing their own initiatives for preventing abuse.

Build community and provider partnerships

by

- Provide community outreach and education to change attitudes and social institutions that foster and perpetuate violence.
- Participating on community wide interagency councils, service integration efforts, and other planning initiatives to ensure community goals are identified and achieved.
- Researching, conducting interviews and assessments of tribal resources and current response to domestic violence and sexual assault of adult women and assisting in coordinating the development of appropriate responses, based on an assessment of community priorities and concerns.
- Performing outreach activities including working with Tribal Councils, other community and service organizations, BBNA Family Services staff, elders, and the business and faith community, in coordination with the regional victim assistance agency.
- Providing/arranging for training, community presentations and technical assistance to tribal entities addressing responses to SA/DV with women and children in the Bristol Bay region.
- Building and maintaining relationships with businesses, organizations, Tribal Councils, and other community entities to promote the prevention of SA/DV and appropriate response to victims of such crimes.

Keeps Management Informed

by

- Planning and participating in scheduled team meetings.
- Producing a monthly activity report to Family Violence Prevention Division Manager.
- Developing written detailed program goals and objectives and required reports.
- Providing periodic written documents and program reports for grant administration.
- Maintaining a records retrieval system for data tracking and documenting activity.

Monitors and improves program and service quality.

by

- Monitoring and being prepared to respond to key federal, state, and tribal initiatives which may impact service delivery.
- Participating in developing and measuring whether outcomes are being met.
- Participating on project planning teams and sharing ways to improve overall effectiveness of program.

Protect program integrity and client privacy

by

- Abiding by BBNA's policies in regard to confidential information and keeping any confidential information gained through employment at BBNA absolutely confidential during and after

this employment.

Travel in and out of region as necessary

by

- Scheduling well planned trips to provide community outreach and education, training conferences, services, participate in training, workshops and to exchange current information significant to regional, Tribal, State and Federal entities.

Contribute to the overall team effort

by

- Welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed

WAGES: \$42,656/yr (\$21.88hr) - \$58,653/yr (\$30.08/hr) DOE

REPORTS TO: Family Wellness Division Manager

DUTY STATION: Dillingham

Employee acknowledgment / date

Supervisor / date

Director of Human Resources/date

President & Chief Executive Officer / date