



# PUYALLUP TRIBE OF INDIANS



## JOB ANNOUNCEMENT

**OPENS:** July 7, 2017

**CLOSES:** July 21, 2017

**JOB TITLE:** CAC PROGRAM MANAGER

**Department:** Children of the River Child Advocacy Center

**REPORTS TO:** CAC DIRECTOR

**SALARY:** DOQ + BENEFITS

---

**POSITION SUMMARY:** To assist in the development and management of the Puyallup Tribe of Indians Child Advocacy Center; to implement and supervise services provided as directed by the Director; to manage personnel and volunteers as directed by the Director; and to continue to develop the coordination of a community wide service system for child abuse victims and their families. Lead the coordination of a Multi-Disciplinary Team approach to child abuse investigations and case management.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves with the Director, as a CAC representative and liaison to: Tribal Council, child abuse professionals, business community, education community, human service organizations, services organizations, local and state governments, and the community-at-large.
2. Assists in the development of culturally appropriate policies, goals, and objectives.
3. Coordinates a multi-disciplinary team approach to child abuse investigations including medical personnel, social workers, child therapist, and community outreach specialist.
4. Assists Director in determining appropriate areas for program development by communicating with agencies that utilize the CAC, researching community current needs, etc.
5. Maintains a clear understanding of Tribal culture and applies the knowledge to program development of the CAC to support the staff and community. With approval of the Director and/or Program Manager, develops processes or procedures necessary to maintain the efficient and effective operation of the CAC.
6. Advise and assists in training of personnel involved in child abuse investigation.
7. Oversees the development, enforcement and modifications of operational procedures.
8. Maintains compliance of the agency's grants including providing quarterly report data collection and analysis of data to assist Director in preparing agency reports and evaluation of program effectiveness for grant compliance.
9. Assist the Director in the development of the fiscal year budget. Maintains all fiscal/accounting records in accordance to generally accepted accounting guidelines.
10. Has chief administrative responsibility for services provided by the agency, public accountability of the agency, maintenance of program facilities, and procurement and disposition of equipments and supplies.

11. Serves as a professional representative of the CAC in the community and to related agencies on a local, state and national level.
12. Writes properly worded written correspondence, memos, reports and forms.
13. Provides over site for the CAC's GSA vehicle and reviews usage records monthly.
14. Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

In the absence of the Director will supervise CAC staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; training, and scheduling work assignments; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATIONS AND REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience**

Master's Degree in human service field preferred. Bachelor's degree in Social Work or a related field and four years of experience in management and direct service in a position relating to child advocacy required. Management skills necessary to oversee the financial, personnel and administrative duties of a social service agency. Demonstrated expertise in the field of child abuse. Considerable knowledge of Native American culture and of the service community. Previous experience starting a new program or agency desirable. Desired experience in crisis intervention, child development, the criminal justice system, medical social work or related areas. Excellent oral and written communication skills.

#### **Language Skills**

Employee must demonstrate the ability to interact tactfully and positively with Tribal members, all levels of staff and management. Ability to engage children of all ages and parents regarding sensitive subject matter. Ability to speak effectively before groups of people.

#### **Mathematical Skills**

Ability to work with mathematical concepts such as percentages, ratios, and proportions and apply them to practical situations.

#### *Reasoning Ability*

Ability to develop logical and creative solutions to problems and be counted on to make sound decisions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

#### **Licenses or Certificates**

Must pass a criminal background check; must not have any felony convictions.  
Must have a valid Washington state driver's license and proof of insurance.

## **OTHER**

Must be willing to attend training, state and federal, following grant requirements.  
Ability to work effectively with diverse individuals and groups.  
Strong knowledge of Native American culture and issues facing Native Americans.  
Must ensure strict confidentiality of agency and client information.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a personal computer, multi-line telephone, calculator, facsimile and photocopier.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee occasionally is required to stand and walk.
- The employee is occasionally required to stand and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 40 pounds.
- Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is low to moderate.
- The physical exertion is low to moderate.
- Work may be performed outside of typical business hours.
- Requires occasional travel using employee's own transportation.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

## ***INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW***

**HOW TO APPLY:**

*Submit application and resume postmarked by the closing date to:*

Human Resource Department  
Puyallup Tribe of Indians  
3009 East Portland Avenue  
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Email: [jobs@puyalluptribe.com](mailto:jobs@puyalluptribe.com)

*Note: Applications & copies of job announcements available at Rm. # 157  
or online at [www.puyallup-tribe.com](http://www.puyallup-tribe.com)*