



# PUYALLUP TRIBE OF INDIANS



## JOB ANNOUNCEMENT

**OPENS: MAY 17, 2018**

**CLOSES: JUNE 6, 2018**

**JOB TITLE: OUTREACH COORDINATOR DEPARTMENT: CHILDREN’S ADVOCACY CENTER**

**REPORTS TO: PROGRAM MANAGER**

**SALARY: BASED ON SALARY MATRIX + BENEFITS HOURS: 40 HOURS (FULL TIME)**

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### **POSITION SUMMARY:**

The Outreach Coordinator increases community awareness of the Puyallup Tribal Child Advocacy Center as a resource, and provides education regarding child sexual abuse and physical abuse. The Outreach Coordinator is responsible for working with inter-tribal agencies, schools and community members, in an effort to reduce the prevalence of physical abuse and sexual assault.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Develops, coordinates and conducts community trainings concerning child abuse, mandated reporter training, protocol, and personal safety.
2. Works with CAC Director and Victim Advocate to develop child abuse prevention within Chief Leschi, Grandview Early Learning Center and Elders to provide individuals with body safety and other prevention skills needed to increase their ability to be safe in their environment and increase protective factors.
3. Promotes attitudes, behaviors and social conditions that will reduce and ultimately eliminate factors that cause or contribute to sexual and domestic violence, including but not limited to prevention and community education, resources and activities to schools and inter-tribal agencies.
4. Researches and develops curriculum and handouts, and facilitates support group meetings for child victims and/or non-offending parent(s)/caregiver(s).
5. Acts as liaison with agencies, community leaders, and clients to ensure community awareness of crime victim services.
6. Facilitates a monthly meeting with current and/or potential partners and community members to coordinate opportunities for prevention of child care victimization.
7. Educate non-offending caregiver(s) about sexual abuse or serious physical abuse, and safety planning – including the safe use of technology.
8. Develops and maintains professional relationships with service providers to develop trust within the community.

9. Remain current on victim advocacy practices and guidelines, and maintain awareness of current trends, research, and developments in the field of trauma, sexual abuse, and other pertinent topics.
10. Seeks guidance from community, including elders, for cultural pathways to healing.
11. Networks with other tribes in the region to provide child advocacy services.
12. Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This position does not supervise staff.

### **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**

Bachelor's degree (B. A.) in Social Work, Human Development, Counseling, or a related field from an accredited college/University is preferred; and two or more years of significant related outreach and training experience. Must possess a good understanding of child abuse issues, child development and community resources.

#### **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 and maintain a valid and unrestricted Washington State driver's license. Driver's license must not contain any restrictions that would prevent the employee from driving a GSA vehicle.

## **Other**

Demonstrates understanding and application of issues related to domestic violence, sexual assault, crisis intervention, case management, and the social services professions.

Must work collaboratively and respectfully with Children's Advocacy Center staff, Social Services staff, and support staff.

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)*