



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS: JULY 11, 2018

CLOSES: JULY 31, 2018

JOB TITLE: PROJECT COORDINATOR

DEPARTMENT: PUYALLUP TRIBAL LAW ENFORCEMENT
ASSISTED DIVERSION PROGRAM

REPORTS TO: TRIBAL ADMINISTRATION

SALARY: GRANT FUNDED

HOURS: 40 HOURS (FULL TIME)

POSITION SUMMARY:

The Project Coordinator is responsible for all aspects of developing and implementing the innovative Puyallup Law Enforcement Assisted Diversion (“PLEAD”) program. The Project Coordinator will work directly with internal tribal agencies and the LEAD National Support Bureau on an ongoing basis to create and enhance the PLEAD program and policies for service delivery, in an effort to increase public safety and community wellness.

LEAD is a program designed for individuals arrested for low-level non-violent violations due to behavioral health issues and/or extreme poverty, and participants are provided with connections to community-based case management and resources. The goal of the program is to respond to and reduce alcohol- and substance-abuse related crimes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Facilitate Operational Workgroup meetings between Tribal Police, Prosecutors, Case Managers, and Probation.
2. Coordinate with the LEAD National Support Bureau to develop the PLEAD program and schedule training for Law Enforcement, and other involved programs.
3. Develop and implement codes, policies, and protocols for PLEAD.
4. Set up and participate in trainings and technical assistance provided to PLEAD program members.
5. Hire or contract, train and provide oversight of two Case Managers.
6. Develops and maintains professional relationships with service providers to promote effective coordination of services for Case Managers and PLEAD participants.
7. Participate in the Transitional Housing Development group to represent the needs of PLEAD participants.
8. Work collaboratively and respectfully with interdepartmental staff.
9. Maintain program files and information regarding program utilization data.
10. Respond after normal working hours to emergency situations.
11. As required, participate in grant activities including grant reporting and data tracking.

12. Collect appropriate data from the outset of program operations, in an effort to demonstrate program effectiveness and changes in services provided to tribal members through social and health service providers.
13. Administrative responsibilities for PLEAD department to ensure the strong functioning of PLEAD, to include budgeting, scheduling and internal reporting requirements.
14. Remain current on LEAD developments by establishing relationships with other jurisdictions who have implemented LEAD and participating in monthly learning collaborative calls.
15. In conjunction with the Chief of Police and Tribal Council, coordinate the development of media strategy, including protocols, for PLEAD.
16. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position will supervise case managers and facilitate meetings between two groups of people.

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 Criminal Justice, Behavioral Health, Social Work, Business Administration, or a related field from an accredited college/University is required; and two or more years of significant related experience working in a supervisory or project management role. Must possess a good understanding of facilitating meetings and leveraging community resources. Intermediate to advanced skills in Microsoft Word and Excel required.

Language Skills

Employee must demonstrate the ability to interact tactfully and positively with Tribal members, all levels of staff and management. Excellent meeting facilitation skills and the ability to explain new concepts and processes.

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 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

Knowledge of criminal justice procedures, and the ability to communicate and function within these systems.

Commitment to the harm reduction philosophy and to working with marginalized people in a non-judgmental manner.

Strong knowledge of Native American culture and issues facing Native Americans.

Must ensure strict confidentiality of agency and client information.

Ability to work in a stressful job environment with difficult subject matter and to keep own emotions in check.

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 25 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.
- Position has a high level of stress due to the sensitive and confidential issues being addressed.
- Requires occasional travel using employee's own transportation.
- Some out-of-state travel will be required.

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

*Note: Applications & copies of job announcements available at Rm. # 157
or online at www.puyallup-tribe.com*