

NORTHERN CHEYENNE TRIBE HEALING HEARTS PROGRAM

POSITION: MANAGER OF HEALING HEARTS

SALARY: \$25.00-\$28.00/hour (DOE)

DEPARTMENT: HEALING HEARTS DOMESTIC VIOLENCE PROGRAM

ACCOUNTABLE TO: NORTHERN CHEYENNE TRIBAL PRESIDENT OR DESIGNEE

CLASSIFICATION: REGULAR, FULL-TIME, PERMANENT, EXEMPT

»OPEN UNTIL FILLED«

How to Apply:

1. Submit a Northern Cheyenne Tribe application
2. A Valid Montana Driver's license.
3. Updated Resume
4. Three (3) current references letters within 1 year (past/present/employers),
5. Copies of credentials, and certified copy of transcripts,
6. If claiming Tribal Preference, a Tribal I.D. or Tribal Certification
7. If claiming Veterans Preference, a copy of your DD214

to the Northern Cheyenne Tribe, ATTN: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

JOB CHARACTERISTICS:

Nature of Work: The Manager provides responsible management of Grants and their components, conducts outreach activities, and collaborates with affiliated programs and agencies. This position deals with stressful situations, handles sensitive and confidential information, and responds to calls for victim assistance, at times, after normal work hours, weekends, holidays. The Manager assists law enforcement and the Office of Prosecution with information pertinent to active domestic violence cases. This may include assistance in securing necessary reports, photographs, evidence, etc. to prepare the case for trial. In addition, this Manager ensures the maintenance of records and generates reports as required, utilizing manual and automated reporting systems. Finally, the Manager supervises Healing Hearts Program staff and assures staff have knowledge of available current community resources in order to make appropriate referrals through collaboration with the other agencies, including but not limited to: Probation, Wellness Court, Northern Cheyenne Recovery, Behavior Health, Traditional Tribal Mediation and TERO to provide appropriate guidance and counseling to the victims of domestic

violence. The Manager will approve and monitor traditional remedies and guidance, along with structured diversion and intervention programs.

Knowledge Required: Daily contact with: supervisor, staff, victims of domestic violence, technical and grants managers, Prosecutors, Judges, Law Enforcement officials, Tribal members and the public. Coordinates duties with other Tribal, State and Federal officials through in-person and virtual meetings, memoranda, on-site visits and hearings.

Supervision Received: Under the general supervision of the Tribal President or his/her designee.

Essential Function: Confidentiality is a strict requirement, as is the ability to communicate with a diverse population both verbally, in writing and electronically. The domestic violence Manager will require multiple skills, including, but not limited to: mediation and resolution, interviewing, report writing, organizational and time management skills, and the ability to remain professional and non-biased on all issues pertaining to the clients and the program.

JOB REQUIREMENTS:

Knowledge: This supervisory position requires experience and a working knowledge of administrative practices in area of Federal grants management and procedures. The Manager must have knowledge of financial management, procurement, and payment voucher procedures and related practices; Basic knowledge of the applicable domestic violence sections of the Northern Cheyenne Tribal Law & Order Code; applicable Tribal Council Resolutions and Ordinances; the Violence Against Woman Act (VAWA) of 1994 and 2000, the Tribe's Domestic Violence Ordinance 4(92); the Sexual Assault and related offenses in the Tribe's Law & Order code; and, Law Enforcement procedures. The Manager must have knowledge of computer software applications, such as WordPerfect, Micro-soft Word, Excel and Data base Management is required.

Skills: This management position requires skill in counseling individuals, public speaking, organizational capabilities, strong telephone skills, strong interviewing, listening and writing skills, computer skills in case management and file maintenance skills.

Abilities: The Manager must have the ability to: work with Healing Hearts Office Manager, ensure compliance with the requirements grants under Healing Hearts management; communicate effectively orally and in writing; follow verbal and written instructions and conduct themselves professionally at all times; accept constructive criticism; and work with minimal or no supervision. The Manager must be able to prepare and submit progress reports on a timely basis to awarding funding agencies; and, coordinate with other agencies involved with domestic violence programs and services. This position required the ability to work independently and as a team player under stressful conditions. The Manager must be able to handle potential outbursts of violence from clients and have the ability to maintain confidentiality at all times.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- Four-year degree (Bachelor's Degree) in the field of criminal justice preferred.
- Minimum of two years of verifiable experience and training in the area of Domestic Violence
- Minimum of three (3) years in a management and/or supervision of employees.
- Must have a current Montana Driver's License and be insurable.
- Must pass a background investigation/check
- Must be trustworthy and emotionally stable.
- Must never have no misdemeanor convictions within the past three (3) years.
- Must never have been convicted of a felony.
- Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily on performance of the preceding requirements and duties. Example of the job performance criteria include but are limited to:

- Observation of work hours
- Demonstrate punctuality
- Keeps updated on revisions or changes in Federal, State and Tribal Domestic violence laws
- Actively researches other funding resources to sustain the Healing Hearts Program
- Perform assigned duties in a timely manner
- Maintain accurate and timely records
- Deal tactfully and courteously with the public
- Adhere to strict standards of confidentiality
- Follow the written Tribal, State, and Federal Codes and Ordinances
- Establish and maintain effective working relationships with fellow employees, supervisor and the public
- Demonstrate reliability and proficiency
- Effectively deal with people in adversarial situations and demonstrate the ability to work under deadlines and stressful situations
- Effectively facilitate support groups as required
- Display initiative and makes difficult decisions in a timely manner
- Work well under supervision
- Performs other duties as assigned