

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-306 **Issue Date:** 12-06-18 **Closing Date:** 12-13-18

Program Specialist-Domestic Violence Shelter
Behavioral Health
Department of Human Services
Hourly Wage: \$22.59/Regular/Full-Time

Responsible for the development and design, and promotion of specified Domestic Violence, Sexual Assault/abuse and Crime Victim Services for Shelter and/or Transitional Housing on the Yakama Reservation. Under the direct supervision of the Program Director, the Shelter Program Specialist is responsible for managing and overseeing the provision of emergency shelter program and/or Transitional Housing services and support to women, teens and their children.

Knowledge, Skills and Abilities:

- Knowledge of conducting program evaluations, measurements for research progress and outcomes.
- Knowledge working with Tribal programs and non-Tribal organizations and articulating program needs verbally or in written format.
- Knowledge of mental health, and substance abuse treatment, social justice issues on the Yakama Reservation.
- Knowledge of working with grants, objectives, and activities to maintain contractual compliance.
- Knowledge of social and health services agencies of the Yakama Nation and adjacent communities as a resource to youth, elders, and community members of the Yakama Nation.
- Knowledge, skills and ability to complete required documentation of activities, objectives and goals.
- Knowledge in media, public speaking, communications, social marketing and design.
- Ability to communicate effectively both orally and in writing.
- Ability to demonstrate strong writing skills. If interviewed, Interviewee maybe asked to write a report or document by Program Director.
- Ability to train individuals and/or large groups of people.
- Ability to write Memorandums of Understanding and Agreements for program inter-agency collaboration.
- Ability to multi-task and meet deadlines in a timely manner.
- Ability to meet the physical requirements of the job including lifting, carrying, pulling, pushing and walking upstairs (1 to 3 flights, multiple times a day).
- Experience managing government grants and/or contracts.
- Verify supervisory experience and a commitment to team work.
- Proficient in Microsoft Office programs.
- Provide completion of state mandated 40 hour domestic violence Advocate/Counselor training or will complete the next scheduled agency 40 hour domestic violence Advocate/Counselor training
- Must have community organization work experience.
- Must have high skill-level writing abilities.

Minimum Requirements:

- Bachelors Degree in Mental Health, chemical dependency, social work, public administration.
- Three years work experience with direct service with clients/patients in Social Work field.
- Required to pass pre-employment drug test.
- Required to pass pre-employment criminal background check.
- Must possess a valid Washington State Driver License and minimum liability insurance required.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.
- Access to adequate modes of transportation.

PREFERRED REQUIREMENTS:

- Masters Degree in Mental Health, chemical dependency, social work, public administration.