



**Job Title: DOMESTIC VIOLENCE RE-EDUCATION
SPECIALIST**

Department /Office: Hopi Domestic Violence Program

Reports to Whom (title): Program Coordinator

Salary / Hourly Range: 30

Job Classification Code: 8864

Level of Background Check:1B

FLSA Status: NON-EXEMPT; Full-time, Part-time, Temporary

Driving Required: Yes, As Required

JOB DESCRIPTION:

The work involves duties requiring related processes and methods and the assessment of unusual circumstances. Assignments involve human sensitivity and several phases being pursued concurrently or sequentially with the support of others within or outside of the organization. Decisions regarding what needs to be completed include, analysis of the subject, intensity of effort, phase or issues involved in each assignment, feasibility of program and compliance with applicable guidelines and procedures.

SCOPE:

This position is responsible for coordinating community needs assessments and development of service networks, and domestic violence prevention training material in support of the Hopi Domestic Violence Program

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Researches and designs curriculum for education and re-education program (basic human values); develop appropriate material for curriculum utilizing Hopi culture and tradition as a foundation; conducts domestic violence education & training programs; and develops and conducts periodic community surveys to assess the needs of targeted population.
2. Provides outreach, guidance and education/re-education (basic human values) to individual families of domestic violence and the general community.
3. Prepares and submits timely activity and project reports, correspondence and data to the Project Coordinator and funding agency as required by the grant requirements.
4. Attends in meetings, conferences, workshops, etc.; keeps abreast of new/changes in the law, regulations and ordinances pertaining to domestic violence issues.
5. Adheres to the Hopi Domestic Violence Programs' confidentiality policy and advocacy procedures in maintaining the security of information pertinent to the women and children that are served.
6. Performs other related duties as assigned or authorized in order to achieve office/Tribal goals and objectives.

PERSONAL CONTACTS:

Contacts are with employees within and outside the immediate work area, victims and their families, state, federal and local courts and law enforcement personnel, attorney, social services, villages, other service agencies/representatives, community service providers closely related to the incumbents specialized area and the general public. The purpose of these contacts is to exchange factual information, educate and coordinate services/work efforts and establish and foster a network of resources. The incumbent may encounter clients who are reluctant or unable to adequately convey information. Periodic appearances in the Hopi Tribal Court are required of the incumbent.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is sedentary and performed in a standard office environment and requires normal safety precautions typical of offices/meeting rooms and working around office machines and equipment. Occasional travel on and off the Hopi reservation may be required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

- A. Education: Two (2) years post high school with emphasis in Human Behavioral Science or related field;

OR

- B. Training: Successful completion of two (2) years Para-Legal training, paraprofessional education, criminal justice, behavioral sciences or related work;

AND

- C. Experience: One (1) year work experience in a correctional or social services field performing similar duties and coordinating and facilitating training which includes assessments, surveying and research skills;

OR

- D. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of the cultural, traditions and socio economic environment of the Hopi reservation
- Some knowledge of legal terminology and documents
- Some knowledge of the principles, policies and procedures, codes, laws and statutes of the Hopi Tribal Court System
- Some knowledge of adult and juvenile and judicatory process
- Knowledge of domestic violence issues, resources and other agencies available for referral services
- Knowledge of the Hopi Family Relations Ordinance and the Hopi Tribal Court System
- Knowledge of state and federal rules and regulations of the Violence Against Women Act, which governs program services for the Domestic Violence Program
- Knowledge of basic office equipment/machines, computers and applicable software

B. Skills:

- Excellent verbal and written communication skills to prepare correspondence, reports and conduct individual/group presentations
- Excellent organization, coordination and program development skills
- Excellent public speaking, public relations and thinking skills
- Excellent interviewing, researching, assessment and counseling skills
- Skill in operating basic office equipment/machines, computers and applicable software

C. Abilities:

- Ability to prepare required reports and maintain confidentiality in all aspects of duties and responsibilities performed
- Ability to react quickly and decisively to unusual emotional or physical crisis and establish a respectful, confidential relationships with clients
- Ability to analyze and evaluate activities and make changes or modifications to meet needs
- Ability to plan, implement and accomplish work in accordance with established goals, objectives, priorities and timelines
- Ability to establish and maintain a positive professional working relationship with others.

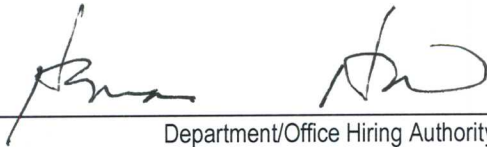
NECESSARY SPECIAL REQUIREMENTS:

1. Must complete & pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Must possess valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
3. No felony convictions/charges during the past 2 years.
4. No misdemeanor convictions/charges for the past twelve (12) months.
5. Must undergo a complete background investigation & fingerprinting required by the Hopi Tribe for a Public Trust Position.

DESIRED REQUIREMENT

1. Speak and understand the Hopi language to translate Hopi to English and vice-versa

REVIEWED BY: _____



Department/Office Hiring Authority

9.13.12

Date

APPROVED BY: _____



Director of Human Resources

7/13/2012

Date PD Certified