



**OUTREACH COORDINATOR
HOPI VICTIM SERVICES PROGRAM
DEPARTMENT OF PUBLIC SAFETY & EMERGENCY SERVICES**

**REPORTS TO: PROGRAM MANAGER
SALARY/HOURLY RANGE: 45
FLSA Status: NON-EXEMPT
VALID DRIVER'S LICENSE REQUIRED**

INTRODUCTION

The Outreach Coordinator will coordinate and maintain community outreach activities and collaborations. Under the general supervision of the Program Manager, the coordinator will be responsible for scheduling, planning and implementation of outreach activities, educational activities and collaborations with internal and external departments and agencies to support victims of crime. The Outreach Coordinator will also be responsible for planning, leading and facilitating cultural events, training, providing awareness to the general public, the Hopi Villages, Tribal Programs, and Tribal Leadership. The Outreach Coordinator will promote, support and assist the Victim Services staff as needed to ensure victims receive effective and confidential services.

ESSENTIAL FUNCTIONS

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

- 1) Develop, implement and evaluate education and outreach services to align with the Hopi Victim Services Program's goals and objectives.
- 2) Maintain calendars and deadlines for outreach activities, educational activities, including but not limited to community events, workshops, trainings, appearances and other related outreach activities.
- 3) Provides outreach, guidance, and education to Tribal Communities, Villages, Tribal Council, and Tribal Programs about the Victim Services Program and what the Program has to offer victims of crime, sexual assault and other crimes.
- 4) Works with Victim Services Staff, and to provide the necessary training for staff the assist in outreach and obtain suggestions of contact and delivery.
- 5) Outreach Coordinator will work with the Outreach/Marketing Development Consultant on the marketing strategy, plan and material development.
- 6) Create and develop brochures/pamphlets, marketing materials to provide information to the public to promote the services of the program.
- 7) Disseminate Victim Services Program information through the Hopi Tutuveni Newspaper, KUYI Radio, outreach booths, and webinars.
- 8) Attends meetings, conferences, workshops, etc.; keeps abreast of new/changes in laws, regulations, and ordinances pertaining to victim services, sexual assault and trauma-informed services.
- 9) Adheres to the Hopi Victim Services Program's confidentiality policy and advocacy procedures in maintaining the security of information pertinent to victims that are served.
- 10) Maintain outreach records and assist in preparation of monthly program reports, grant reports, and other programmatic documents.
- 11) Maintains liaison with local, state, and federal agencies for the purpose of implementing and interpreting the Tribal Victim Assistance services, functions and program
- 12) Performs other related duties assigned or authorized to achieve Tribal/Program goals and objectives.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in Sociology, Counseling, Psychology, Social Science, Criminal Justice or a closely related field;

AND

Experience: Three (3) years responsible experience as a counselor, advisor or social worker in crisis intervention or closely related responsibilities;

OR

Equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Some knowledge of office administration and the application of computer automated systems and other office machines/equipment
- Excellent writing and verbal skills to communicate policy, strategy, management principles, etc., and to effectively develop and present complex & technical concepts and plans to people; and for public representations
- Excellent skill in developing, organizing and coordinating project management activities
- Skill in operating a computer (IBM compatible hardware/software) and various office machines and equipment (includes scanner, printers, etc.)
- Excellent skills in developing and implementing strategic management plans, funds development goals/objectives and proposal writing
- Excellent management & administrative skills including organizational development & assessment, project planning & administration, research & data analysis, supervision, etc. and utilizing state-of-the-art technology applicable to project management, i.e., equipment, software, etc.
- Excellent customer relations skills and interpersonal relations skills to motivate staff
- Ability to plan, develop, implement and administer management systems and to determine the cost-effectiveness and utilization of alternative processes
- Ability to plan, organize, and accomplish work in accordance with established objectives, priorities and timelines; to interpret the purpose/intent of applicable rules & regulations, etc.; and to analyze & assess systems failures and develop appropriate corrective action measures
- Ability to prepare management reports, research findings, and other narrative/statistical reports
- Ability to apply, manage and complete grants and contracts
- Ability to supervise and evaluate the work of others and analyze and assess administrative needs and situations
- Ability to conduct research and develop logical and practical administrative policies & procedures
- Ability to review and assess capabilities and performance of subordinate staff taking appropriate action to maximize effectiveness and efficiency
- Ability to establish and maintain an effective, positive & professional working relationship with staff, others and customers

NECESSARY REQUIREMENTS

- 1) Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.