



RE-EDUCATION SPECIALIST **Hopi Domestic Violence Program**

OVERVIEW

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.

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.

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 public. The purpose of these contacts is to exchange 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.

PRIMARY JOB FUNCTIONS (The following duties are not all-inclusive or restrictive)

- 1) Research and design 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) Provide outreach, guidance and education/re-education (basic human values) to individual families and domestic violence and the general community.
- 3) Prepare and submit timely activity and project reports, correspondence and data to the Project Coordinator and funding agency as required by grant requirements.
- 4) Attend meetings, conferences, workshops, etc.; keeps abreast of new/changes in the law, regulations and ordinances pertaining to domestic violence issues.
- 5) Adhere 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) Support the Program mission and vision by working collaboratively, coordinating efforts and communicating effectively.
- 7) Performs other duties, in line with current job responsibilities and range of pay/salary, as assigned or authorized to achieve Tribal goals and objectives.

MINIMUM QUALIFICATIONS

Education: Associate's degree in psychology, social work, education, or related field; AND

Training/Certification: Forty (40) hours of domestic violence-specific training, plus relevant certifications; AND

Experience: One (1) year work experience coordinating and facilitating training/education, establishing safety plans, and providing resource referrals; OR

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the cultural, traditions and socio-economic environment of the Hopi reservation.
- Knowledge of legal terminology and documents.
- Knowledge of the principles, policies and procedures, codes, laws and statutes of the Hopi Tribal Court System.
- 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 office equipment/machines, computers and applicable software.
- 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.
- Ability to prepare required reports and maintain confidentiality in all aspects of duties.
- Ability to react quickly and decisively to unusual emotional or physical crisis and establish 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 REQUIREMENTS

- 1) Required to maintain a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving training.
- 2) Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license, which qualifies the incumbent for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license). Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass pre-employment screening.
- 4) Must pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have misdemeanor criminal convictions at the local, state, or federal level within the past five (5) years of application.

DESIRED REQUIREMENT

Speak and understand the Hopi language.

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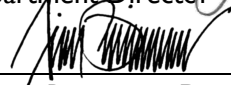
Supervisor: Director

Salary Range: 38

Classification: NON-EXEMPT

Revised 07/08/2026

REVIEWED BY:  DATE: July 29, 2026
Department Director

APPROVED BY:  DATE: 07/29/2026
Human Resources Director