

Sitka Tribe of Alaska
Job Description
TRANSITIONAL HOUSING PROGRAM MANAGER

Exempt:	Yes	Grade:	9 (\$26.14—\$29.92)
Department:	Social Services	Hours:	8:00a.m. -4:30p.m.
Reports to:	Social Services Director	Effective Date:	February 1, 2021

I. SUMMARY

The position will administer transitional housing assistance by providing financial and case management assistance for rent and support to those who have recently experienced domestic violence, stalking, or sexual assault. The position will manage the grant project on behalf of Sitka Tribe of Alaska to collaborate closely with partner agencies to work toward a community coordinated response to domestic violence. The partner agencies of the grant include the City and Borough of Sitka police department, Sitkans Against Family Violence shelter and the local health care providers. The position will be responsible for operating the program in compliance with protocols, overseeing the compilation of client statistics and submitting the grant reports.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Supervision and Authority

This position reports to the Social Services Director and does not supervise any positions.

B. Major Duties

- Convene an advisory committee as outlined in the grant narrative to review program applications and determine eligibility and appropriateness for assistance from the Transitional Housing Program
- Coordinate monthly advisory committee meetings in addition to regular case staffing with SAFV
- Draft, implement and update all necessary forms, applications and policies, with input from advisory committee
- Consult with SAFV advocates to determine eligibility criteria for housing applicants
- Assist SAFV advocate with interviewing and supporting applicants
- Complete the SAFV annual community training on DV and related issues (20 hours)
- Create a data collection system
- Maintain accurate statistics and write narratives for grant reporting
- Be responsible for drafting, collecting and reporting feedback forms
- Attend on-going DV training as suggested by supervisor.
- Identify needs of clients and provide appropriate support, referrals or other services in a timely and professional manner in consultation with Social Services Director if required
- Maintain strict client confidentiality
- Attend trainings relevant to the work of the position, out of state travel may be required
- Work collaboratively with other members of the Social Services team
- Provide culturally sensitive and relevant services
- Research, coordinate, and participate in relevant training for and with partnering agencies

- Provide support and guidance to the local police department in working toward the effective investigation and prosecution of Domestic Violence and Sexual Assault
- Guide and support the partnering agencies to increase the services to victims of domestic violence and strengthen advocacy services
- Provide technical assistance and information to other rural Alaskan communities
- Develop a sustainability plan for a continued coordinated community response

C. Meetings, STA Reporting and Professional Conduct

- Keep Social Services Director informed via weekly individual meetings concerning work progress, including present and potential problems and suggestions for new or improved ways of addressing issues
- Attend ST A all staff meetings
- Participate in STA all-staff events which may occur after hours or on weekends, including but not limited to Annual Picnic, Annual Meeting, Annual Native American Heritage month parade, the Children's Christmas Party, and other all-staff events that arise throughout the year. Assist with coordination of Children's Christmas Party.
- Attend other meetings as requested by the Social Services Director including weekly case staffing meeting with the Social Services team
- Prepare monthly reports of activities and any other items assigned by the Social Services Director for inclusion in the Tribal Council meeting packet
- Prepare report for inclusion in quarterly Newsletters and the Annual Report
- Recognize and understand the highly emotional nature of the situations faced by our clients and respond to questions and client concerns in a compassionate, courteous and timely manner.
- Maintain strict confidentiality of all client information
- Responds to questions/comments in a courteous and timely manner
- Represent Sitka Tribe of Alaska and maintain positive relations with other tribal, state, federal and local governments, public agencies, Tribal Citizens, the public, and the media.
- Treat STA Council, staff, Tribal Citizens, and the public in a respectful manner.
- Perform other duties as assigned.

III. MINIMUM REQUIREMENTS

A. Education

- High School diploma and three (3) years' work experience in a human services field.
- Or
- Associate Degree and one-year experience working in the human services field
- Or
- Bachelor degree in social services or related field

B. Experience

- Direct experience working with survivors of domestic violence or sexual assault
- Previous experience working with mental health professionals and the diagnostic process, substance abuse and treatment, and suicide lethality assessments and intervention

C. Knowledge, Skills and Abilities:

- Knowledge of or the desire to learn about domestic violence and sexual assault
- Knowledge of the history of Sitka and a solid understanding of the Native community in Sitka, including clan structure, or willingness to learn.
- Intermediate level of computer skills and at least one-year experience using Microsoft Word, Excel, and Outlook (email).
- Excellent interpersonal, communication and writing skills
- Strong commitment to the empowerment and safety of women and children
- Must be self-directed, disciplined and motivated
- Respect for and knowledge of different value systems and personal or cultural diversity.
- Ability to:
 - Handle multiple tasks and work under short timeframes.
 - Handle confidential information with tact and discretion.
 - Work independently with brief verbal instruction.
 - Work flexible hours to meet deadlines and client needs.
 - Be a reliable worker (show up on time and consistent with the required work schedule).

IV. PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

V. PREFERENCE

Tribal Citizen and Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

VI. ADDITIONAL

A. Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a supplemental employment application. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense,
- Who has been found guilty of two misdemeanors or one felony of a crime against a person, a child or involving violence,
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness,
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or a child,
- Who has been convicted of a crime involving dishonesty or theft or violation of a gaming law.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

B. Drug- and Alcohol-Free Workplace

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to reasonable suspicion and follow-up drug/and or alcohol testing.