

**Little River Band of Ottawa Indians**  
2608 Government Center Drive  
Manistee, Michigan 49660  
(231) 723-8288

**Resolution #15-0225-055**

*Approval of Job Description for the Position of Domestic Violence Coordinator  
and Authority to Post the Position*

WHEREAS, WHEREAS, the status of the *Gaá Čhíng Ziibi Daáwaa Aníshinaábek* (Little River Band of Ottawa Indians) as a sovereign and Treaty-making power is confirmed in numerous treaties, from agreements with the initial colonial powers on this land, to various treaties with the United States; and

WHEREAS, the Little River Band of Ottawa Indians (Tribe) is descended from, and is the political successor to, the Grand River Ottawa Bands, signatories of the 1836 Treaty of Washington (7 Stat. 491) with the United States, as reaffirmed by federal law in P.L. 103-324, enacted in 1994; and

WHEREAS, the Tribe adopted a new Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribe adopted amendments to the Constitution on April 26, 2004, which became effective upon approval by the Assistant Secretary-Indian Affairs on May 13, 2004; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(a) to provide for the public health, peace, morals, education and general welfare of the Little River Band and its members; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(I) to take action, not inconsistent with the Constitution or Federal law, which is necessary and proper to carry out the sovereign powers of the Tribe; and

WHEREAS, the Tribal Council has received for approval the job description changes for the Domestic Violence Coordinator position; and

WHEREAS, Human Resources prepared and now submits the position description as attached; and

WHEREAS, the Tribal Council finds that the position description is consistent with the assigned functions within the Family Services Department.


NOW THEREFORE IT IS RESOLVED THAT the Tribal Council of the Little River Band of Ottawa Indians hereby does approve the job description for the position of Domestic Violence Coordinator and gives authority to post and fill the position in accordance with Tribal Law and Policy.

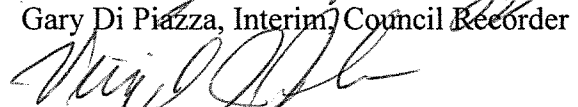
IT IS FURTHER RESOLVED THAT the Tribal Council further authorizes the Human Resources Department to make future revisions as may be required by time to time limited to adjustment of position salary and/or wage level; to enable Human Resources to ensure the position wage ranges remain consistent with any approved salary structure adopted by Tribal Council for the tribal government, consistent with Resolution #14-0129-02.

IT IS FINALLY RESOLVED THAT any future revisions including but not limited to amendments to minimum qualifications or position duties, and responsibilities shall require subsequent authorization by Tribal Council.

**CERTIFICATE OF ADOPTION**

I do hereby certify that the foregoing resolution was duly presented and adopted by the Tribal Council with 8 FOR, 0 AGAINST, 0 ABSTAINING, and 1 ABSENT, at a Regular Session of the Little River Band of Ottawa Indians Tribal Council held on February 25, 2015, at the Little River Band's Government Center in Manistee, Michigan, with a quorum being present for such vote.

  
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Gary Di Piazza, Interim Council Recorder

  
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Virgil Johnson, Tribal Council Speaker

Attest:

Distribution: Council Records  
Tribal Ogema  
Tribal Court

# LITTLE RIVER BAND OF OTTAWA INDIANS

## TRIBAL GOVERNMENT

### JOB DESCRIPTION

**JOB TITLE:** Domestic Violence Program Coordinator  
**DEPARTMENT:** Family Services  
**SUPERVISOR:** Director of Family Services  
**PAY LEVEL:** E2  
**RANGE:** \$32,660 - \$48,990  
**FUNDING:** 100% Grant Funded  
**BACKGROUND CHECK:** Extensive  
**STATUS:** Exempt – Bi-weekly Pay  
**PREPARED DATE:** February 23, 2015  
**TRIBAL COUNCIL APPROVAL DATE:**

**Indian Preference is applicable in accordance with Ordinance #11-600-02**

#### SUMMARY

This position is responsible for the development and administration of a comprehensive domestic violence grant program that provides direct service and support to the needs of individuals and families experiencing domestic violence, and linking clients as necessary to services available within the community. The position may result in the need to work at both the Manistee and Muskegon offices.

#### EMPLOYMENT QUALIFICATIONS

A qualified candidate offers:

- a Bachelor's Degree in Social Work, Sociology, Psychology, or other social science related field; and
- ~~a work experience of three (3) or more years in Social Work with knowledge of practices, assessments, service plans, court testimony practices, documentation and reporting; and~~
- A working knowledge of social work practices, assessments, service plans, court testimony practices, documentation and reporting, or the ability to acquire within one year of employment; and
- the possession of a valid Driver's License with the ability to be insured under the company's insurance policy.

#### DUTIES AND RESPONSIBILITIES

1. Assumes the responsibility for the development and administration of the domestic violence program for the Tribe, working specifically with victims of domestic violence, sexual assault and/or stalking, and providing direct services, advocacy base counseling and case management.
2. Assesses and documents client needs and records client participation. Keeps accurate and detailed record-keeping for each client.
3. Monitors program activities to ensure that victim safety is not compromised at any time.
4. Implements crisis intervention and problem solving techniques for immediate and long-term needs.
5. Performs as victim's advocate for clients when accessing services within the Tribe, the Courts and other outside agencies.
6. Attends domestic violence conferences, trainings, and other appropriate meetings, traveling as necessary.
7. Assumes responsibility for scheduling and coordinating miscellaneous domestic violence activities for the Tribe (i.e. educational and prevention awareness programs, entertainment programs, special events, games, group programs, spiritual services, etc.)
8. Ensures program meets stated grant funding requirements.

9. Compiles and distributes a monthly program calendar.
10. Utilizes other areas of assistance, collaborating with referral resource agencies, other internal departments, in addition to state and community resources.
11. Distributes and receives feedback forms and statistical data.
12. Works collaboratively with supervision on administrative responsibilities such as on semi-annual program reporting and budgetary assignments.
13. Complies with mandated reporting process for Children and Elder abuse or neglect.
14. Maintains professionalism and confidentiality in all aspects of work and complies with all applicable tribal, federal, or state laws and procedures.
15. Participating in and successful completion of training programs as assigned.
16. All other position related duties as assigned by supervisor.

#### **OTHER SKILLS AND ABILITIES**

During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational skills, strong presentation skills, strong project management skills, strong reasoning and judgment skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work cooperatively with other departments, the ability to work independently and manage multiple tasks, and a commitment to confidentiality.

#### **SUPERVISORY RESPONSIBILITIES**

None

#### **PHYSICAL DEMANDS**

Sitting for long periods of time with occasional standing, walking, or reaching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal, or corrected to normal range of sight and hearing and will carry work related materials up to twenty-five (25) pounds.

#### **WORKING ENVIRONMENT**

Work is performed in a climate controlled office environment. The employee's work schedule may frequently need to be flexible and adjusted according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight travel may be necessary to attend meetings or trainings.

#### **DISCLAIMER AND CONDITIONS OF EMPLOYMENT**

The above statements are intended to describe the nature and level of work being performed by people assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test and background investigation, possession of a valid Driver's License with the ability to be insured under the company's insurance policy, and successfully completing a 90-day introductory period.