Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

VICTIM SERVICES COORDINATOR

Position Description

Opens: October 22, 2026 Closes: December 31, 2026, or Until Filled, whichever comes first			
Department:	Health & Human Services	**Reports to (title):**	Indian Child Welfare/Victim Services Manager
Job Code:	N-11 (Grade I) N-12 (Grade II) N-13 (Grade III) Depending on Qualifications	**Job Location:**	Bois Forte Family Health Services- Nett Lake, MN
Pay Range:	Min $19.11 Mid: $23.89 Max: $28.67 Min: $20.26 Mid: $25.33 Max: $30.39 Min: $21.47 Mid: $26.84 Max: $32.21	**Supervises:**	None
Hours/week:	40	**Classification:**	Non-Exempt
Type of Position:	Full-Time	**Effective Date:**	10/01/2025
Indian Child Protection Background:	Yes	**Revised Date:**	10/01/2025
Telecommute:	No		

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

Victim Services Coordinator will be responsible for assisting with overseeing the daily operations of the Victim Services Program, coordinate and provide support of services for domestic violence, sexual assault, human trafficking, elder and vulnerable adults, and other general crime services. Coordinate and provide support of services from initial screening of intake, assessment of services needed, provide crisis intervention, transportation, safe shelter, court advocacy, information and referrals, safety assessment and planning, and daily documentation. Facilitate Women Support Groups, provide education awareness to families and community. Implement program grants and budgets, reporting, strategic planning, and identifying issues and goals.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Provide direct advocacy services, outreach, and awareness education, to clients /family, and the community involving domestic violence, sexual assault, human trafficking, elder & vulnerable adult exploitation, and other general crime services.

2. Meet with children, parents, family members, kinship, secondary members, and develop affiliation and provide support to all levels of the family dynamic with an emphasis on preservation.
3. Accept initial screening of referrals, assess the need and safety concern, assist with forensic interview, gather information.
4. Collaborate with other professionals, develop a safety plan, provide crises intervention in emergency situations, support of services, offer referral, and resource information to best serve client/family support.
5. Provide advocacy services to clients/family of a crime through the criminal civil justice system and provide access to services regarding legal options available.
6. Assist with client with requesting an order for protection, order for harassment/restraining and reparation financial assistance forms.
7. Accompany client/family to assist in reporting to law enforcement, medical appointments, crime scenes, criminal/civil justice system and other legal court hearings, visitation, and other agencies.
8. Notify client of Victim's Rights Act, case status, court dates, general court procedures, sentencing orders, and other information relevant to the justice process.
9. Provide and/or arrange transportation as needed for clients/family.
10. Coordinate (supervise when needed) a family visitation plan; assists in making parents feel comfortable during parenting time for family.
11. Maintain effective professionalism and public relations within the community and service agencies.
12. Present ongoing communication with clients and make referrals to other agencies.
13. Positively interact with individual, organization, and system partners to further develop cooperative and collaborative efforts in responding to client/family needs.
14. Provide follow-up contact to clients, intensive prevention, supportive services by client contact, in home visitation, to assess and provide safety planning, coordinate resource and referral for appropriate services and providers.
15. Promote healthy survivor healing, listen generously with presence, patience, belief, and compassion.
16. Maintain professionalism when attending meetings and training.
17. Perform clerical and administrative functions such as drafting correspondence, organizing and maintaining paper files, providing information to callers or visitors, arranging scheduling for meetings and training, including making reservations for meeting rooms, scheduling participants, and notifying staff; maintains meeting minutes and prepares agendas.
18. Shall maintain a minimum of 20 hours per year of training pertaining to job duties.
19. Maintain, complete, case record documentation in accordance with the policy requirements.
20. Complete all forms and data entry for cases processing: weekly progress/encounter notes, monthly progress reports, and file reviews records (paper and electronic).
21. Write letters, memos, retrieve information as needed, and other correspondences.
22. Organize and maintain files, records, manuals, policies, procedures, and other documents.
23. Coordinate Victim Service intake folders and program inventory.
24. Organize and responsible for entering monthly/quarterly reports for grant goals and services provided.
25. Adhere to the Bois Forte Domestic Violence Code, Sexual Assault Code, Human Trafficking, Elder/Vulnerable Adult Code, and State Statues.
26. Work after hours and on-call hours are arranged per the status of client/family, manage emergency referrals and crisis situations.
27. Ensure and coordinate 24-hour victim- crisis intervention, support, and advocacy of domestic violence.
28. Participate in goal setting for Bois Forte functions and teamwork with other staff members.
29. Coordinate program grant and contract, completion of program goals, to include assistance in preparing the budget, verifying allowable expenditures, and ensuring timely reporting for the grant requirements.
30. Assist with review, revision, and rewriting of departmental protocols, policies, and Tribal Codes as they relate to Domestic Violence, Sexual Assault, Human Trafficking, and Elder/Vulnerable Adult.
31. Facilitate and make referrals for Support Groups for victims of domestic and sexual violence.
32. Serve as a representative at community meetings, forums, committees, and share updates with the Manager of the department.
33. Adhere to the tribal codes, state laws, Victim's Rights Act, regulations, policies, and procedures that are applicable to the program/services which are being provided.
34. Maintain a clean and safe work environment.

35. Communicate with and works closely with the Indian Child Welfare/Victim Services Manager, other agencies, and to relay critical information and coordinating duties.
36. Strictly adhere to the Data Privacy Act, HIPAA regulations, policies, and procedures of the program.
37. Must have a reliable vehicle and be able to travel to multiple locations throughout Minnesota, which is a necessary component of the job position.
38. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
39. Perform other duties as assigned, specific to the assigned department.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	**GRADE I** • One (1) year or less experience in advocacy in victims of domestic and/or sexual violence. **GRADE II** • Two (2) years of experience in social work or related field. **GRADE III** • Three (3) years of experience in social work or related field.
Education:	**GRADE I** • High School diploma or General Education Degree (GED). **GRADE II** • Associate degree in human services, in Social Work, Psychology, Criminal Justice, or related field. **GRADE III** • Bachelor's degree in social sciences, e.g., Social Work, Psychology, Human Services, Criminal Justice, Chemical Dependency, Sociology.
License/Certification:	• Must possess a valid Minnesota driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position. • Certification of 20 hours of domestic advocacy training and 20 hours of sexual assault training within 30 days of hire.
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	• Knowledge of direct program services involving current standards in health care, child welfare, behavioral health, substance use, victim services, housing, elder and vulnerable adult, education, and community referrals, to provide advocacy and enhance client functioning and access to identified community resources. • Knowledge of providing clients with quality standards of services, evaluation of client satisfaction, and supportive services. • Knowledge of human development and behavior, family dynamics, impact of trauma, culture, and disorders. • Knowledge of computer software applications, internet, email, drafting documents, data management, and tracking. • Knowledge and strictly adhere to the Data Privacy Act, HIPAA regulations, policies, and procedures of the program. • Skills for strong work ethic, maintain proper attendance, be dependable and on time, work flexible schedule and be able to follow and adhere to applicable policies. • Skills for effective listening and giving full attention to what other people are saying, taking time to understand points being made. • Good communication skills, deliver information effectively, and speak clearly, ask questions as appropriate, and not interrupt. • Skills for writing, understanding, documenting, accuracy, and preparing reports, correspondence, and research.

- Skills with strong self-motivation, adaptable to changes and be able to work independently, as well as with others and good supervision.
- Skills for strong organizational, maintain clean office area, filing, compiling information, maintaining records, and prioritizing issues.
- Skills in operation of modern office equipment such as computers, facsimiles, copiers, scanners, and telephone.
- Ability to multi-task with frequent interruptions and manage projects with varying deadlines.
- Ability to learn from training and apply to work performed.
- Ability to maintain documents, track referrals and enter electronic data accurately and promptly.
- Ability to provide excellent customer service, work as a team member, and work cooperatively with other agencies.
- Ability to handle crisis situations and intervene, respond and function in highly stressful, or difficult situations and/or individuals, to deescalate individuals/families in uncooperative situations.
- Ability of assessing that area and safety, what constitutes an intake assessment, what justifies an assessment, culture, evaluation of family strengths and needs, coordinating services,
- Ability to provide safety planning, recognized treatment, assist family needs, referrals, and case monitor.
- Ability to comprehend Tribal, State and Federal laws, legal codes, court procedures, licensing standards, government regulations, executive court orders, agency policies and procedures, and ethics.
- Ability to be a mandated reporter, write/submit reports, and report child maltreatment in accordance with the Tribal, State, and Federal mandated reporting law requirements.
- Ability to organize, facilitate, and conduct meetings, attend team meetings, present ideas, and information.
- Ability to experience infrequent periods of moderate to high stress levels while working with families.
- Ability to maintain self-care, be self-aware, and self-regulate, be able to ask for assistance when experiencing secondary work trauma.
- Ability to communicate directly to Supervisor to ensure program and organization is represented in a professional manner.

PREFERRED QUALIFICATIONS

- None.

WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility, such as potential exposure to hazardous chemicals, sharps, and infectious body fluids.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.

Mental demands:	There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various issues. Work in an extremely stressful environment where there are considerable mental and emotional demands. The type of situations that may be encountered, particularly with children, may involve causing emotional stress and secondary trauma. There are many times when placed in a situation where own life may be threatened as well as life threatening situations of others.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com/employment to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.