

# Nambe Pueblo

## Position Classification and Description

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**POSITION TITLE:** Victim Services Community Coordinator  
**CLASSIFICATION:** Exempt  
**DEPARTMENT:** Nambe Pueblo Healthy Family Services  
**SUPERVISOR:** Domestic Violence Prevention Coordinator

### **Position Summary:**

Under the direction of the Domestic Violence Program Coordinator, the Victim Services Community Coordinator works to expand, enhance and strengthen the program capacity to serve victims of all crimes by assisting with the development of a strategic plan under Nambe Pueblo Health Family Services (NPHFS). The Victim Services Community Coordinator will bring community stakeholders, community resources, tribal programs and tribal court together to develop a comprehensive strategic plan to ensure the coordination of services to victims through collaborative, inclusive care. The Coordinator will create a plan for the identification and follow-up on victim's needs for services and resources by utilizing in-house or outside partner agencies. The position will create a way to ensure implementation of the strategic plan. Working closely with Nambe Pueblo Healthy Family Services, Nambe Pueblo Tribal Court, Bureau of Indian Affairs Law enforcement and Social Services, Tribal Program Departments, Tribal Administration and outside agencies the Coordinator will develop a comprehensive victim services program.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

### **Essential Duties & Responsibilities:**

- Develop and implement a community needs assessment.
- Coordinate strategic planning with agencies, tribal programs and community stakeholders.
- Provide information on victim's legal rights and protections, and will not give legal advice.
- Assess a victim's immediate needs, transportation and assist or refer them to those who can help locate appropriate housing, financial assistance, legal services, counseling and other resources.
- Provide victims with information about the legal process and options available to them through the civil and criminal justice systems.
- Provide on-going emotional support, encouragement and information to victims throughout the judicial process.
- Strong collaboration with Law Enforcement, Attorneys, and Court personal on status of cases.

- Help to fill out victim compensation applications.
- Prepare victims for court appearances and accompany them to court hearings, if requested.
- Participate in Coordinated Community Response meetings.
- Prepare accurate grant reports, quarterly and semi-annual reports to funding agency
- Maintain a confidential filing system.
- Gather and comply statistical information to create a data base
- Grant writing skills
- Provide in-service training regarding victims of crime related topics.
- Participate in community outreach activities.
- Work as part of team with other Nambe Pueblo Healthy Family Services workers to promote wellness in the community.
- Performing other duties as assigned.

### **Minimum Qualifications/Certifications/Education:**

- High School Diploma or GED
- Prefer a Bachelor's degree in Criminal Justice, Social Services or related field
- Or at least three years' experience in victim services, domestic violence, sexual assault and/or stalking, counseling or related field from which comparable knowledge was gained.
- Must possess and maintain a valid New Mexico Driver's license.
- Must be insurable to drive tribal vehicles.
- Must be able to successfully pass a pre-employment and random drug/alcohol screen and background investigation.
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### **Physical Demands:**

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; and talk or hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

### **Work Environment:**

Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work and some travel may be required.

Please email resume to: [rkaskalla@nambepueblo.org](mailto:rkaskalla@nambepueblo.org) & [dmartinez@nambepueblo.org](mailto:dmartinez@nambepueblo.org)

### **Applications are available at the Tribal Administration Office**

Equal Opportunity Employer  
Native American preference to qualified applicants  
Drug Free Work Environment