

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-283 **Issue Date:** 10-05-18 **Closing Date:** 10-12-18

Project Manager
Behavioral Health Services
Department of Human Services
Hourly Wage: \$23.71/Regular/Full-Time

The Project Manager will be responsible for overseeing and executing the program as outlined in the grant which helps create a safe, welcoming environment for children and families while upholding the principles of the Child Advocacy Center (CAC model). Also, assists in the development, design, and promotion of Domestic Violence, Sexual Assault/Abuse, and Crime Victim Services as related to Child Advocacy. Acts as a liaison and Advocate with agencies and clients to ensure community knowledge and access to a Child Advocacy Center on the Yakama Reservation. Will also actively participate in all aspects of forensic interviews with child victims of sexual assault and physical abuse.

Knowledge, Skills and Abilities:

- Knowledge of computer skills and familiarity with Microsoft Office programs (including Word, Excel, Publisher, and PowerPoint).
- Ability to work with a multidisciplinary team with a willingness to appreciate different points of view and problem solve in a constructive manner.
- Ability to manage multiple projects simultaneously, work independently under pressure, prioritize responsibilities, and identify and resolve conflicts in a timely manner.
- Ability to communicate effectively both orally and in writing.
- Ability to work with people under pressure, negotiate among multiple parties, resolve conflicts, and establish and maintain effective working relationships with all level of stakeholders.
- Ability to demonstrate experience in developing and managing projects and programs to advance an organization's mission, strategic plan, and goals.

Minimum Requirements:

- Bachelors Degree in Social Work, Criminal Justice, Sociology or related field.
- Two years of experience working with abused children and/or families impacted by violence.
- Required to pass a pre-employment drug test.
- Must possess a valid Washington State Driver License with the ability to obtain a Yakama Nation Driving Permit.

Preferred Requirements:

- Masters Degree in Social Work, Criminal Justice, Sociology or related field.
- A genuine interest to work with these populations required and experienced managing programs.