

CHILDHAVEN, INC.

JOB DESCRIPTION

JOB TITLE: Tribal Liaison – San Juan & McKinley County
FLSA STATUS: Full-Time, Non-Exempt (Hourly)
REPORTS TO: Children’s Advocacy Center Program Director
WORK SCHEDULE: 30 hours per week, includes benefits

GENERAL STATEMENT OF DUTIES:

The Tribal Liaison is responsible for building and maintaining relationships with existing and prospective tribal Multi-Disciplinary Team (MDT) partners regarding the joint investigations of child abuse conducted at the Children’s Advocacy Centers. The Tribal Liaison will also identify and address barriers to tribal MDT member participation and assure that victims on tribal lands receive a full range of high-quality services.

PRIMARY DUTIES:

1. Relationship building with tribal MDT (law enforcement, child protective services, medical providers, prosecution, and behavioral health providers).
2. Recruitment and outreach to the 3 tribal entities (Navajo, Zuni Pueblo, and Jicarilla Apache) to meet with law enforcement and child protective services.
3. Coordination of introductory training and MDT orientation to new tribal MDT members regarding the National Children’s Alliance (NCA) accreditation standards and proper MDT functioning
4. Travel between Childhaven Farmington and Gallup offices and various tribal entity offices to meet with existing and prospective tribal MDT members.
5. Assist in the development of tribal MDT protocols.
6. Enhance the quality and timeliness of investigations and service delivery for child abuse victims on tribal lands by tracking data and making recommendations based on NCA standards.
7. Assist in the development of tribal MDT members. Offer services by scheduling trainings on trauma, the MDT roles and responsibilities, and any requested trainings.
8. Promote the NCA child abuse best practice standards of investigation through trainings and explanation of the MOU.
9. Facilitate the understanding and agreement to ultimately obtain signatures of each tribal MDT agency partners on the MOU document.
10. Attends and participates in staff meetings and in monthly MDT meetings and case reviews.
11. Enhanced communication amongst tribal MDT partner agencies and collaboration ultimately agreed upon in MOU and facilitate the tribal entities’ writing of their own tribal MDT protocol of how they collaborate.
12. Other duties as assigned.

JOB KNOWLEDGE:

1. Cultural and traditional knowledge of the three tribes: Navajo, Zuni Pueblo, and Jicarilla Apache.
2. Demonstrated understanding of joint investigations of child abuse, writing protocols, and leading/facilitating groups.
 - Understand differentiation between memo of understanding (MOU) vs protocol.
3. Working knowledge of child development and psychodynamics of child abuse, sexual abuse, domestic violence and family dynamics.

4. Knowledge and ability to work with a complex network of Multi-Disciplinary Team (MDT) partner agency personnel. MDT consists of law enforcement, child protective services, medical, prosecution, and mental health.
5. Knowledge of local community resources and social service delivery systems in northwest New Mexico
6. Knowledge of CAC trainings offered by Childhaven.
7. Cultural awareness and sensitivity: Skilled in working with a population diverse in ethnicity, race, religion, socioeconomic background, physical and/or mental ability, sexual preference, and gender identity/expression.
8. Minimum of 24 hours of ongoing training per year, including NCA training requirements

QUALIFICATIONS:

- Bachelor's degree in a human services field or similar, preferred, or AA degree
- Experience in team facilitation or group dynamics.
- Must pass local, state, and federal background checks (including fingerprints)
- Must have reliable transportation and ability to become a driver for Childhaven (age 25 or older with a current and valid NM Driver's License, and a clean driving record).
- Must obtain and maintain CPR/First Aid and CPI certification.
- Abide by state licensing regulations and standards, and Childhaven policies and procedures.
- Bilingual (Navajo/English) preferred.
- Must have strong computer and organizational skills, be team oriented, flexible and self-motivated.
- Excellent verbal and written communication skills.
- Ability to develop positive relationships with community partners, families, co-workers and team members.