



## **Position: Full Time PEACE Program Coordinator**

### **Job Overview**

The role of the PEACE Coordinator will independently provide advocacy, support, educational and referral services to survivors of domestic violence, sexual assault, and stalking across client's lifespan. Advocacy services may include crisis intervention, transportation, cultural advocacy, civil and/or criminal advocacy, etc. Hours will be M-F 8AM-4:30PM (subject to change) . This position will report to the Tribal Administrator.

### **Responsibilities and Duties**

- Successful candidate will have the experience and ability to plan and provide community outreach and prevention support services including culturally based educational campaigns for domestic and dating violence, sexual assault, stalking, and to increase community awareness about the needs of children who have witnessed domestic violence.
- Maintain confidentiality and integrity of sensitive information.
- Complete documentation to assure compliance with standards, funding sources and complete all agency forms in a timely manner.
- Assist clients in accessing additional resources and/or safety planning.
- Provide emotional support, advocacy and crisis intervention to victims of domestic and dating violence, sexual assault or stalking.
- Candidates must pass a background check and have a valid driver's license.

### **Qualifications**

- Associates Degree preferred, or a combination of education and experience will be considered
- Foundational knowledge of the dynamics of domestic violence, safety planning experience, knowledge of community resources, and strict adherence to VAWA confidentiality requirements are key
- Must be a dynamic professional who is proactive and can build and maintain relationships. .
- Strong time management and organizational skills
- Strong verbal and written communication skills
- Must have strong computer skills

### **Benefits & how to apply:**

- Health, dental, vision, short term disability & life Insurance provided
- 401 K with up to 3% match (after one year)
- Paid holidays
- Drop off or send applications to Attn: Cheyenne 3345 B Thrasher Rd White Cloud, KS 66094 or by email to [ccolborn@iowas.org](mailto:ccolborn@iowas.org) by 4:30PM on 03/09/23