



# Pathways to Healing Program Coordinator

## Re-posting

COWLITZ INDIAN TRIBE  
DEPARTMENT OF HUMAN RESOURCES  
JOB ANNOUNCEMENT

### POSITION DESCRIPTION

Title: Pathways to Healing Program Coordinator

Schedule: Monday through Friday

Location: Vancouver, WA

Classification: Full time

Opening Date: March 9, 2017

Salary Range: \$15-\$17

Closing Date: Until filled

**Position Summary:** The primary function of the PTH Coordinator is to assist the Pathways to Healing Program staff with general functions the Pathways to Healing Program.

### Essential Functions:

- Greet and direct clients
- Pre-screen for program eligibility as needed
- Communicate with staff, clients, and co-workers to answer questions, disseminate or explain information
- Perform routine clerical tasks, operate office equipment including but not limited to: fax machine, copier, paper cutter, and computer
- Assist PTH staff as needed
- Responsible for advocate line shift
- Write policies and procedures for the program
- Maintain tracking sheet of expenses for all grant and funding streams
- Order supplies as needed and keep an inventory of supplies
- Maintain and/or modify program screening tools
- Analyze data from surveys conducted within the program around satisfaction and effectiveness
- Write newsletter articles regarding program updates, growth, and general information
- Support the creation of social media as needed
- Assist in development of PTH communication strategy and program plans
- Program design and branding for promotional items
- Create and maintain desk manual for position for succession planning
- Prepare new client files

- Maintain database, produce monthly reports and other reports as needed
- Record, type and disseminate staff meeting minutes
- Generate and track Purchase Orders
- Maintain program policy manual
- Transport clients as needed
- Provide clients with community resources, if requested
- Assist clients obtaining clothing, gas, food, household items, or other client services as approved by a PTH advocate or staff
- Staff event tables
- Assist staff in planning and hosting activities
- Update and/or create printed material for program use and distribution in the community
- Support monitoring of Facebook page
- Provide written program updates as requested
- Maintain confidentiality regarding staff, clients, personnel records and other confidential information
- Maintain lending library and donation center for PTH
- General office duties
- Other duties relating to PTH Program as assigned by Program Manager

#### **Requirements**

- 1 year experience with victim services or other social service agency
- 2 years of clerical experience
- High school education or equivalent
- Knowledge of Tribal and community resources for victim/survivors
- Knowledgeable on domestic violence, sexual assault, dating violence, trafficking, and stalking
- Willing to obtain required training initial and ongoing
- No criminal convictions involving domestic violence, dating violence, sexual assault or stalking
- Adhere to all HHS policies and Cowlitz Indian Tribal employment policies and Codes
- Valid driver's license

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

#### **Please mail resume and cover letter to:**

Human Resources Department  
 Cowlitz Indian Tribe  
 P.O. Box 2547  
 Longview, WA 98632