

OKLAHOMA DISTRICT ATTORNEYS COUNCIL

Position Title: State-Tribal Crime Victim Liaison

Resume's Accepted Until Filled

Approximate Starting Date

November 1, 2011

Submit Resume', Cover Letter, and Salary Requirements to:

Suzanne Breedlove, Director of Victims Services
District Attorneys Council
421 NW 13th Street, Suite 290
Oklahoma City, OK 73103
Fax: 405-264-5097

Annual Salary

\$38,000 - 42,000

This is a federally-funded unclassified state position with full state retirement and insurance benefits, including paid health, dental, life, and disability insurance for the employee and partial paid health insurance for dependents. Annual and sick leave begin accruing immediately.

Funding for this position is through a federal grant from the Department of Justice, Office for Victims of Crime and is subject to reauthorization each year of the three-year project. The District Attorneys Council anticipates funding will be available each year through the Office for Victims of Crime. After federal funding expires, or should funding not be available beyond the first year, it is anticipated that the evaluation of the project will demonstrate the need for the position to become a permanent position within the agency, with funding from other federal sources.

Position Description

The District Attorneys Council Victims Services Division is seeking a State-Tribal Crime Victim Liaison to be part of a new federally-funded program dedicated to improving communication among tribal, state, federal, and local officials in order to enhance victim assistance and outreach services to and among tribal communities in Oklahoma.

The purpose of the project is to enhance victims compensation and assistance outreach to Oklahoma's 38 federally recognized tribes. The Liaison will be the person primarily responsible for carrying out the project's goals and objectives.

Duties

The Liaison will be responsible for learning all aspects of the Oklahoma Crime Victims Compensation and Assistance programs in order to correctly relay the information to tribal leaders and victim service providers in Indian Country in a culturally sensitive way.

The Liaison will plan and coordinate all meetings with tribal leaders and victim service providers, in addition to conducting and delivering speeches, presentations, and one-on-one sessions regarding victims compensation and assistance benefits. Job duties will also include coordinating project activities with in-office staff and stakeholders.

The Liaison will be responsible for collecting victim-related training and assistance materials in order to produce a resource manual that can be used by tribal leaders and victim service providers in Indian Country.

It is estimated that 75% of the job will require travel, mostly to rural areas in Oklahoma, with some overnight stays. While the majority of travel will be in-state, there will be an estimated four out-of-state trips annually for program-related conferences and meetings.

When selecting candidates for this position, the District Attorneys Council will consider the possibility of a remote office.

Selection Preferences

Preference will be given to candidates possessing an extensive knowledge of and respect for American Indian values, cultures, and traditions; and, exceptional knowledge of tribal and public crime victim assistance and compensation programs, with practical victim services experience.

Job Qualifications

To qualify for this position, applicants must:

- Live in the State of Oklahoma.
- Be licensed to drive in the State of Oklahoma with a good driving record and the ability to follow a map or GPS.
- Have the ability to travel extensively and be reimbursed for lodging and per diem.
- Have the professional ability to effectively interact with tribal leaders, allied professionals, and community stakeholders.
- Have the ability to develop and establish Memoranda of Agreement involving tribal, state, federal, and local agencies/organizations in order to strengthen communication.
- Have superior communication skills (oral and written), and the ability to relate complex information in an understandable way.
- Have experience communicating electronically via e-mail and smart phone on a regular basis.
- Possess skills necessary to organize and plan meetings.
- Possess excellent interpersonal skills such as: listening, patience, empathy, compassion, respect, and politeness.

- Possess excellent organizational skills and self-discipline.
- Possess a four-year degree in American Indian studies, a communications degree, or the equivalent of education and experience working in a job with extensive communication and work with tribal and public crime victim assistance programs.
- Have a minimum of two years of office experience.
- Be self-disciplined, dependable, trustworthy, and possess excellent organizational skills.
- Have excellent writing and computers skills with proficiency in Microsoft Word and Outlook.
- Be a quick learner and maintain confidentiality.

Agency Description

The District Attorneys Council is the administrative and coordinating agency for the twenty-seven district attorneys in Oklahoma. The agency provides required training for the district attorney system, handles payroll and insurance, monitors federal grants, serves as a legislative liaison, coordinates the state's Drug Task Forces, works with the Department of Human Services in coordinating child support collection, and serves as home to the Oklahoma Crime Victims Compensation Board. For more information visit us at <https://www.ok.gov/dac/>.

The District Attorneys Council Victims Services Division administers the state's Crime Victims Compensation Program, the Sexual Assault Examination Fund, and the Victims of Crime Act federal grants. Funding for the State-Tribal Crime Victim Liaison is made possible through a discretionary grant from the Department of Justice, Office for Victims of Crime.