

Wabanung Campus
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Arts & Agricultural Center
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"Catch Your Dream Through a Superior Education"

JOB DESCRIPTION

POSITION: Campus Violence Program Coordinator

DEPARTMENT: Student Services

SUPERVISORY CONTROL: Dean of Student Services

SALARY: Grade 12: \$19.29-24.13 (commensurate with experience)

This position is a 4-year grant funded position with the possibility of extensions.

SUMMARY:

The KBOCC Campus Violence Prevention and Response Program Coordinator is responsible for coordinating and implementing a comprehensive campus violence prevention and response program. The Program Coordinator will work collaboratively with campus partners, administration, staff, students, tribal leaders, and community partners to build and maintain capacity and infrastructure for a culturally specific response to domestic violence, dating violence, sexual assault, and stalking, and develop and implement inclusive policies and practices that promote safety, respect, and equity on campus.

QUALIFICATIONS:

- Bachelor's degree in social work, psychology, criminal justice, or a related field. Master's degree preferred.
- Minimum of 2 years of experience in campus violence prevention and response, victim advocacy, or a related field. Direct experience serving victim-survivors from underserved populations, specifically Two-Spirit community, preferred.
- Knowledge of federal and tribal regulations related to campus violence prevention and response.
- Knowledge of trauma, resiliency, and trauma-informed practice.
- Strong interpersonal, communication, and collaboration skills.
- Ability to work independently and as part of a team.
- Strong organizational and problem-solving skills.
- Ability to maintain confidentiality and handle sensitive information.
- Experience in grant and/or project management, program development, implementation, and evaluation.
- Proficiency in Microsoft Office and database management.

- Comfortable presenting and speaking to groups of all ages and backgrounds
- Must be able to lift 50 lbs. and ability to bend and ability to stand for long periods of time.
- Must possess a valid MI driver's license, have a good driving record, dependable vehicle, and vehicle insurance.
- Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):
 - Crimes of violence
 - Sexual assault
 - Exploitation
 - Contact with or prostitution
 - Crimes against persons
 - Offenses committed against children
 - Child abuse or neglect
 - Molestation

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Actively engage the Anishinaabe mission and identity of KBOCC by modeling the Seven Grandfather Teachings and values and integrating language and cultural traditions in programs and services.
- Serve as Project Director for OVW grants and other grants related to the topics of domestic violence, dating violence, sexual assault, and stalking; provides administrative support and ensures timely submission of all annual and final reports. Oversees and manages grant programs, grant objectives, and resources.
- Develop and implement a comprehensive campus violence prevention and response program that includes policies, procedures, and training programs utilizing culturally specific approaches.
- Coordinate with faculty, staff, students, and community partners to promote a culture of safety, respect, and equity on campus.
- Create, coordinate, and maintain a Coordinated Community Response (CCR) team with both internal and external partners, including campus administrators, law enforcement, and tribal and community victim service providers.
- Provide culturally specific training and education to the campus community on issues related to campus violence prevention and response, including sexual assault, domestic violence, dating violence, and stalking.
- Develop and implement outreach strategies to raise awareness about the campus violence prevention and response program, including targeted outreach to the Two-Spirit and/or LGBTQ+ community.
- Collaborate with local and national organizations to ensure the program is consistent with best practices in campus violence prevention and response and culturally relevant.
- Establish partnerships and/or contracts with local law enforcement, victim advocates, and other service providers to ensure that victim-survivors of violence receive culturally relevant, trauma-informed support and services.
- Monitor, evaluate, and review confidentiality and victim and student privacy practices.
- Provide training and/or share information related to dynamics of gender-based violence, maintaining confidentiality, and trauma-informed, culturally specific victim services.
- Attends OVW-required Technical Assistance and training.

- Evaluate the effectiveness of the program to identify areas for improvement and ensure compliance with federal and tribal regulations.
- Maintain accurate records and prepare reports on the program's activities and outcomes.
- Other duties as assigned.

PRE-EMPLOYMENT TESTS:

Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.

INDIAN PREFERENCE:

Preference is given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference is given to qualified veterans (need DD214).

DEADLINE TO APPLY: Internally posted until 11/20/2023 @ 4:00 PM. External candidates are encouraged to apply and will be contacted if no internal candidates are selected. Open until filled.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

APPLICATION PROCEDURE:

Submit an application, cover letter, resume, transcripts, and three letters of reference to Human Resources, PO Box 519, Baraga MI 49908, or email your completed application to hr@kbocc.edu.