

Sisseton-Wahpeton Oyate

Job Description

Job Title: Domestic Violence & Sexual Assault Program Manager

Program: SWO Tribal Health

Supervisor: Tribal Health Director

Job Summary: The Program Manager operates the Domestic Violence and Sexual Assault (DV/SA) Program which is funded by IHS grant, Domestic Violence Prevention Initiative and OVC Tribal Victims Services-Set Aside. The Program Manager is responsible for all programmatic, administrative, supervisory, fiscal, planning and development activities. The purpose of this program is to provide trauma informed, victim centered, and culturally appropriate approaches in all aspects of service delivery, recovery, treatment, and empowerment for victims and survivors of DV/SA. This is a full time (40 hours per week) position. The employee shall be physically located at the DV/SA Program. The program is administered within the Tribal Health Department in accordance with Sisseton-Wahpeton Oyate policies and procedures.

Job Duties:

1. **PLANS:** Determines the objectives, resources, strategies, activities, and other approaches needed to achieve the program's goals, in a manner consistent with the overall policies and direction of Tribal Government.
2. **ORGANIZES:** Designs and structures the program's systems for provision of services, defines groups, assigns job duties and projects, and delegates authority necessary for employees, volunteers, and team members to accomplish the activities assigned.
3. **STAFFS:** Recruits and trains employees, evaluates job performance, provides opportunities for professional development that include continuing education, in-service and competency training, and employee wellness activities.
4. **EVALUATE:** Monitor and evaluate program performance, improve existing services, and identify new needs ensuring best practices as well as quality services are being provided.
5. **DIRECTS:** Supervises staff by communicating assignments and expectations in a clear and respectful manner. Fosters an environment of accountability and continuous improvement throughout the program by providing guidance and consultation.
6. **CONTROLS:** Monitors day-to-day activities and determines whether programmatic, grant objectives, and fiscal accountability is being met.

7. **COORDINATES:** Meets, represents, and speaks (in behalf of the Program) with all intra and extra-Tribal organizations, programs, and agencies in regards to Domestic Violence/Sexual Assault initiatives.

Additional Responsibilities

1. Attends in-person and online training sessions, tutorials, and completes all training and course requirements.
2. Maintains well-organized filing system for documents and computer files to ensure proper collection, filing, management, and auditing of records and data.
3. Travels and participates in meetings and events that are relevant to DV/SA field.
4. Works with schools, community groups, and other agencies as needed to implement collaborative programming to promote awareness and reduce stigma.
5. Participates and assumes leadership roles in coalition and team meetings such as Behavioral Health Initiative Team, SWO Health Plan Stakeholders, and others that may be appropriate to attend.
6. Will keep and maintain Management Information Systems of accurate program data. Will use data to complete all grant and tribal report requirements within the appropriate time frame.

Job Qualifications

1. *Required:* Bachelor's degree in health field, plus at least two years' experience in health program operation;
 - *or* a two-year post-secondary education health-related degree, plus five years' relevant job experience in health service program operation with at least two years of that experience being in program management.
2. *Required:* Experience in Domestic Violence and Sexual Assault 101 and other DV/SA evidence-based curriculums. Must have strong public speaking skills to discuss and teach within group settings.
3. *Required:* Familiar and experienced with tribal and grant systems including JustGrants, DIAMD, Performance Measurement System, SAGE Intacct, and Time Matrix.
4. *Required:* Demonstrated computer application proficiency with knowledge and use of Microsoft Office (Excel, Word, PowerPoint, Adobe, and Outlook), and Canva.
5. *Required:* Strong writing skills for professional applications such as report-writing, program plans, letters and other.
6. *Preferred:* Experience with interagency coordination of services and coalition membership / participation.

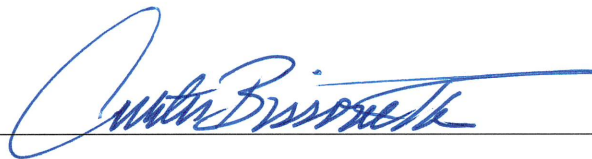
7. *Preferred:* Grantsmanship experience and proposals that have been funded.
8. *Preferred:* Experience with evidence-based practices, best practices, and culturally relevant interventions.

Job Requirements:

1. Since significant local and regional travel is required and some national travel may also be requested, the employee must maintain a valid driver's license and have reliable personal transportation. The employee shall utilize their privately owned motor vehicle for local and regional travel and shall be reimbursed at the authorized federal mileage rate.
2. Employee shall provide proof of a valid South Dakota driver's license and liability insurance prior to hire. Approval by the Tribe's vehicle insurance carrier is a condition of employment.
3. Ability to maintain confidentiality and protect all protected health and client identifying information in compliance with the Federal Health Information Portability and Accountability Act (HIPAA). *H.R. Form # 306 is required.*
4. Must consent to and pass random drug screening and an annual drug test, in accordance with the SWO Personnel Policies. *H.R. Form #401 is required.*
5. Must consent to and pass a criminal background check and character investigation pursuant to the Indian Child Protection and Family Violence Prevention Act (*no convictions for a crime against a child or another person*). *H.R. Form #401 must be submitted with the Application for Employment or the application shall not be deemed complete during the pre-interview screening process.*
6. Must submit evidence of having a physical examination by a licensed medical practitioner during the probationary period. Employee must have a negative PPD or TB tine test upon hire, or have clearance to work by a licensed medical practitioner if the test is positive.
7. Must live and promote an alcohol and drug-free lifestyle (*which includes no current use of alcohol or psychoactive substances, except such as may be prescribed by a licensed medical practitioner*).
8. Must be able to be bonded.

WAGE RANGE: DETERMINED BY EDUCATION AND EXPERIENCE

Approved



Date

10/24/25