



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

POSITION TITLE: VICTIM ADVOCATE

SUPERVISOR: VICTIM SERVICES MANAGER

SALARY: \$49,962-\$60,299 ANNUALLY

NATURE OF WORK: The Victim Advocate provides advocacy, direct services, education and career readiness support and emotional support, effective case management and wellbeing classes/sessions for assigned participants for Skokomish Tribal Victim Assistance Program participants as well as data collection and reporting.

REPRESENTATIVE JOB DUTIES:

1. Provides advocacy, direct services, education and career readiness support and emotional support, effective case management and wellbeing classes/sessions for assigned participants
2. Advocate and provide resources for program participants involved in the Tribal, county state or federal justice system(s)
3. Maintains up-to-date and accurate client files and databases, as required by program and grant policies and procedures, professional standards, and external requirements of all relevant regulatory and/or licensing bodies
4. Determines eligibility of potential participants by through interviews and completing intakes
5. Provides referrals to other programs and service providers as appropriate for individuals not eligible to receive services under this program
6. Serves as a member of the Skokomish Tribal Victim Assistance team along with the Program Advocate
7. Provides assistance with providing education and awareness information to community agencies, organizations and groups along with community education and outreach activities
8. Maintains operations by following policies and procedures; participating in quality reviews; reporting needed changes
9. Complies with federal, state, and Tribal policies and legal requirements
10. Formulates and submits reports as required in compliance with program funder requirements including grant application(s)
11. Completes training as detailed in grant application(s) as well as funder and Tribal requirements
12. Participates in monthly team meetings and others as requested or required
13. Other duties as assigned by supervisor

MINIMUM QUALIFICATIONS:

1. Bachelor's in Sociology, Psychology, Education or related field plus a minimum of two years of related professional experience
2. Demonstrated experience providing services, advocacy and support for victims
3. Exceptional communication skills, both written and oral, and the ability to communicate effectively with diverse groups, including public speaking ability and experience conducting public education activities and developing written informational materials
4. Organizational skills, including the ability to prioritize tasks and accomplish multiple projects simultaneously, take prompt action to achieve objectives as well as identify issues as they arise and address them proactively
5. Knowledge of: crisis intervention technique.
6. Ability to quickly and accurately assess situations encountered and exercise sound judgment in determining courses of action
7. Able to effectively manage hostile/aggressive clients and others contacted during the course of work
8. Computer experience in MS Word, MS Excel and Database management
9. Effective verbal and written communication
10. Ability to work varied hours or weekends when necessary to accomplish the goals of the department
11. Candidate must have a valid Washington State driver's license and be eligible for the Tribe's automobile insurance
12. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community
13. Must be able to work in a team environment
14. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment
15. Must receive or be willing to receive the COVID-19 vaccination, including booster shot(s) by the date of hire to be considered (required)
16. Valid First Aid/CPR Card or ability to obtain certification within 30 days after beginning employment (required)

Behavior standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard

to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

APPLICATION INSTRUCTIONS

Application must be filled in completely (Do not write see resume). **APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED**

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____ Date: _____

Employee: _____ Date: _____