JOB DESCRIPTION

POSITION TITLE: VICTIM ADVOCATE TRAINEE

SUPERVISOR: VICTIM SERVICES MANAGER

SALARY: $24,785 - $29,902 ANNUALLY 1 PTE 0.60

NATURE OF WORK: As part of the Skokomish Tribal Victim Assistance team the Victim Advocate Trainee will be mentored and trained in: providing case management; managing and securing the resources needed for program participants; providing services; formulating and updating Victim Assistance and Safety Plans; data collection and program reporting; and other as summarized below.

REPRESENTATIVE JOB DUTIES:
1. Works with the Victim Services Manager and program staff to obtain the skills need to provide program participants with effective case management; determines nature of participant's situation by interviewing participant and conducting intakes; develop Victim Assistance and Safety Plans; and refers participants for services, advocates for their needs, and ensures timely follow-up regarding their receipt of services
2. Serves Skokomish Tribal Members and their families, other Native American/Alaska Natives residing in the community, and with approval from the Health Director, Non-Tribal members of the community and beyond
3. Maintains up-to-date and accurate participant files and databases as required by program and funder's policies and procedures, professional standards and external requirements of all relevant regulatory and/or licensing bodies
4. Provides advocacy, direct services, education and career readiness support and emotional support and wellbeing classes/sessions in coordination with the team
5. Assist with the provision of victim and program education and awareness information to community members, Tribal employees, community agencies, organizations and groups along with leading community education and outreach activities in compliance with program funding source requirements including grant application(s)
6. Maintains operations by following policies and procedures; participating in quality reviews; reporting needed changes
7. Assists with coordinating efforts with funder's technical assistance provider(s) to ensure effective programming
8. Formulates and submits reports as required in compliance with program funder requirements including grant application(s)
9. Complies with federal, state, and Tribal policies and legal requirements
10. Completes training as deatiled in grant application(s) as well as funder and Tribal requirements
11. In coordination with the team collects, documents, reports and analyzes program data as required by the department and funder and/or as detailed in grant application(s)
12. Participates in monthly team meetings and others as requested or required
13. Other duties as assigned by supervisor

MINIMUM QUALIFICATIONS:
1. High School diploma or GED
2. Preferred Associates or Bachelor’s Degree
3. Demonstrated experience serving victims, individuals in crisis or similar
4. Exceptional communication skills, both written and oral, and the ability to communicate effectively with diverse groups and individuals
5. 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
6. Knowledge of: crisis intervention techniques and principles; principles of sociology and psychology; interviewing techniques and relevant Federal, State, tribal and local laws, regulations and codes
7. Ability to quickly and accurately assess situations encountered and exercise sound judgment in determining courses of action
8. Able to effectively manage hostile/aggressive participants and others contacted during the course of work
9. Computer experience in MS Word, MS Excel and database management (preferred)
10. Effective verbal and written communication skills (required)
11. Ability to work varied hours or weekends when necessary to accomplish the goals of the department
12. Valid Washington State driver’s license and be eligible for the Tribe’s automobile insurance
13. Understanding of and sensitivity to the particular problems faced by the Native American community
14. Able to work in a team environment
15. Pass a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment
16. Receive or be willing to receive the COVID-19 vaccination, including booster shot(s) by the date of hire to be considered. Proof of vaccination is required
17. Valid First Aid/CPR Card or ability to obtain certification within 30 days after beginning employment

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: ______________