VACANCY ANNOUNCEMENT

POSITION TITLE: VICTIM ADVOCATE TRAINEE

SUPERVISOR: VICTIM SERVICE MANAGER

OPEN: OPEN UNTIL FILLED

SALARY: $24,785.00-$29,902.00 ANNUALLY 1 PTE 0.60 HOURS

REPRESENTATIVE DUTIES INCLUDE: 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. 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.

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. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.
5. Must receive or be willing to receive the COVID-19 vaccination, including booster shot(s) by the date of hire to be considered. Proof of vaccinations required.

Behavioral 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.

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

MUST RECEIVE APPLICATIONS: Open Until Filled. The Skokomish Tribe’s Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe’s policies.

Reviewed and approved

CEO Initial: _____ Date: ______

7/18/2023