



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## VACANCY ANNOUNCEMENT

**POSITION TITLE:** PROGRAM ADVOCATE

**SUPERVISOR:** VICTIM SERVICES MANAGER

**OPEN:** OPEN UNTIL FILLED

**SALARY:** \$49,962.00- \$60,299.00 ANNUALLY DOE/DOQ

**\$2,000 Sign-on bonus to be paid out after Successfully Passing the 90-day Probationary period!**

**REPRESENTATIVE DUTIES INCLUDE:** The Program Advocate, as a team member in the Skokomish Tribal Victim Assistance Program, is responsible for providing outreach and education in the community and beyond centered on the services and assistance the program offers, building and maintaining program partners and serving as a Victim Advocate assisting program participants. Provides victim definition, education and awareness information to community agencies, organizations, and groups along with leading community education and outreach activities. Develops Victim Assistance Plans and Safety Plan for program participants and work with each participant including their family as appropriate to ensure needs and goal are met in compliance with program funding source requirements including grant application(s).

**MINIMUM QUALIFICATIONS:**

1. Bachelors in Sociology, Psychology, Education, or related field plus a minimum of two years of related professional experience.
2. Minimum of two years' experience in marketing including social marketing and other platforms and media
3. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

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 the 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. Demonstrate 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: \_\_\_\_

12/3/2024