



# 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:** PROGRAM ADVOCATE

**SUPERVISOR:** VICTIM SERVICES MANAGER

**SALARY:** \$49,962-\$60,299 ANNUALLY DOE/DOQ

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

**NATURE OF WORK:** 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.

### **REPRESENTATIVE JOB DUTIES:**

1. Provides victim definition, education and awareness information to community agencies, organizations, and groups along with leading community education and outreach activities.
2. Develop Victim Assistance Plans and Safety Plan for program participants and works with each participant including their family as appropriate to ensure needs and goals are met in compliance with program funding source requirements including grant application(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. Collaborate with community-based organizations to provide resources to meet the resource needs of clients; continuously remain informed regarding new and updated services available by community resources and their appropriate utilization.
5. Serves as the Resource Coordinator for the team including maintaining the resource directory and actively pursuing partnerships with other Tribal departments as well as county, state and federal entities to secure resources needed, but not currently available, in compliance with program funding source requirements including grant applications.
6. Establishes rapport with other programs and outside agencies including the Washington State Crime Victims departments and programs.
7. Maintain operations by following policies and procedures; participating in quality reviews; reporting needed changes.
8. Assists with coordinating efforts with funder's technical assistance provider(s) to ensure effective programming.

9. Comply with federal, state, and Tribal policies and legal requirements.
10. Formulates and submits reports in compliance with grant requirements.
11. Completes training as detailed on grant application(s) as well as other 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. 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. Demonstrated experience providing referrals, crisis intervention and advocacy as well as performing needs assessment for victims of crime.
4. 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.
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 clients and others contacted during the course of work.
9. Computer experience in MS Word, MS Excel, and database management
10. Effective verbal and written communication skills
11. Ability to work varied hours or weekends when necessary to accomplish the goals of the department.
12. Valid First Aid/CPR Card or ability to obtain certification within 30 days after beginning employment.
13. The candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
14. Must be able to work in a team environment.
15. Strong organizational, communication and interpersonal skills preferred.
16. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to 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 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.

**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

The 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: \_\_\_\_\_