



Hopland Band of Pomo Indians

Job Description

IN-HOUSE JOB OPENING

APPLICATION DEADLINE: FRIDAY, JULY 10, 2020

Position: Victim Advocate (F/T, 100% Grant funded position)
Reports to: Health & Social Services Director
Rate of Pay: \$25 per hour

POSITION SUMMARY: Under the direction of the Health & Social Services Director, the Victim Advocate works with female victims of domestic violence and sexual assault; serves as the liaison for domestic violence and sexual assault victims in Tribal and State judicial systems; coordinates and oversees community outreach and education programs and activities.

ESSENTIAL FUNCTIONS:

1. Responds in person or by telephone to victim's immediate needs; provides emergency assistance in response to a victim's immediate needs.
2. In emergencies, refers or places victims of crimes of domestic violence in a temporary, safe living environment.
3. Contacts victims and provides assistance in completing emergency and temporary restraining orders.
4. Assists Tribal and State law enforcement in interviewing domestic & sexual assault victims, providing emotional support and physical resources as necessary.
5. Arranges transportation for victims to medical and therapeutic treatment and court appearances; coordinates their excused absence from employment; arranges lodging and other accommodations.
6. Provides informal peer counseling relating to problems resulting from the crime.
7. Develops and implements culturally appropriate community domestic violence education programs.
8. Serves as community liaison to other local domestic violence & sexual assault and support groups.
9. Gathers and maintains documents, reports, memoranda and statistical data for reports and assists in preparing reports.
10. Attends required trainings.
11. Actively participates in community wellness programs and meetings.

The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the Tribal Administrator.

REQUIREMENTS/QUALIFICATIONS

Education and Experience: An Associate's degree in criminal justice, behavioral science, social science or a related field; and three (3) years working in a similar sized domestic violence program, public service agency or social services department or five (5) years of successful and progressively responsible full-time administrative experience in a public or social services agency which included responsibility for fund, grant and budget administration, grant management, domestic violence advocacy, education or intervention.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.

Licenses and Certifications: Completion of a 40 hour domestic violence/sexual assault advocate certification training; valid California Class C Drivers License and be insurable for auto insurance.

Additional Requirements: Familiarity with community development principals and tools that strengthen community participation; ability to manage multiple tasks and meet deadlines; maintain confidentiality at all times; actively involved in the community and understanding of the Native American Culture.

Other Qualifications – Proficient in Microsoft Office Suite: Word, Excel, Power Point, Access (database) and Outlook.

Language Skills – Should have excellent writing, oral and interpersonal communication skills and an intuitive listener; including conflict resolution and crisis intervention; ability to interact with clients from varied backgrounds, age groups and with a variety of health care needs; ability to prepare clear and concise reports, correspondence, grants, policies and other written materials; exercises sound independent judgment within policy guidelines

Mathematical Skills - Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability - Ability to apply common sense understanding during normal and stressful conditions.

Physical/Work Environment Demands – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee: Must be able to maintain physical stamina and proper mental attitude to work under pressure in a fast paced work environment and effectively deal with clients, health professionals, employees, and others. Is regularly required to sit, stand, walk and move through all areas of the Tribal Center; speak and hear, and use hands to finger, handle, or feel. Intermittently, operates standard office equipment or motor vehicle; and twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; able to attend various meetings and workshops or act as a facilitator. May reach with hands and arms above shoulder level, bend/stoop, squat, balance, kneel, lift, and push/pull. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and an extensive background security check.

To Apply: Mail your completed application, resume, and DMV print out to:

Hopland Band of Pomo Indians
Human Resources
3000 Shanel Road
Hopland, CA 95449

Apply In Person - You can also submit your application in person to the Human Resources office located at 3000 Shanel Road, Hopland, California. The office is open from 9:00 a.m. to 4:00 p.m., Monday through Friday.

Other Ways to Get Position Listings and Applications - If you need a hard copy of an application mailed to you, please E-mail HR@hoplandtribe.com or call 707-472-2100.