



Hopland Band of Pomo Indians Job Description

**IN HOUSE JOB OPENING
APPLICATION DEADLINE TO APPLY:
SEPTEMBER 4, 2020**

Position: Victim Advocate (Grant Funded)
Reports to: Victim Services Project Coordinator
Rate of Pay: \$19 to 22.57 per hour
Hours per week: 40 hours per week

POSITION SUMMARY: Under the direction of the Victim Service Project Coordinator, the Victim Advocate works with all victims of crime including domestic violence and sexual assault; serves as the liaison for victims of crime in Tribal and County judicial systems; and provides community outreach/education activities.

ESSENTIAL FUNCTIONS:

1. Responds, in person or by telephone, to a victim's immediate request for assistance
2. Provide emergency assistance supplies
3. Refers or places victim of crimes in a temporary and safe living environment
4. Assists with obtaining restraining orders
5. Assists Tribal and State law enforcement in interviewing victims, providing emotional support, expertise and other resources
6. Arranges transportation for victims of crime to medical, therapeutic and court appointments
7. Assists with obtaining excused absence from employment
8. Provides peer counseling
9. Delivers culturally appropriate community outreach/education
10. Serves as community liaison to other local victim services
11. Gathers and maintains documents and statistical data for reports
12. Assists in preparing reports
13. Attends required trainings
14. Actively participates in community wellness meetings and activities

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.

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.

REQUIREMENTS/QUALIFICATIONS:

Licenses and Certifications: Completion of 40-hour domestic violence/sexual assault advocate training; valid California Class C Driver's License and be insurable for Tribe's auto insurance.

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

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

Language Skills – Possess excellent written, oral and interpersonal communication skills; be an intuitive listener; utilize conflict resolution and crisis intervention techniques; ability to interact with people from varied backgrounds, age groups and with a variety of health care needs; ability to prepare clear and concise reports; exercises sound independent judgment and act 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 community, 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 finger manipulation; use telephone and write or use a keyboard to communicate through written means. 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 check.

To Apply please contact HR at 707-472-2100 ex 1341 and Mail your completed application, resume, and DMV print out to:
3000 Shanel Rd
Hopland, CA 95449