



**Quileute Tribal Council**

• QUILEUTE INDIAN TRIBE •

**Human Resources Department**

P.O. Box 279 • La Push, WA • 98350

(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



# Quileute Tribe Job Description

## Cultural Advocate

**HOW TO APPLY:** Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

**The Quileute Tribe  
Human Resources Department  
P.O. Box 279  
La Push, Washington 98350**

Or via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

**Ensure your Application contains:**

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Tribal Enrollment Verification
5. Diploma(s) High School, College
6. Certification(s), if any
7. Unofficial Transcripts, if no diploma
8. Driver's License

**NOTE:** *Incomplete applications will not be considered.*

Position: **CULTURAL ADVOCATE**  
Supervisor: New Beginnings Program Manager  
Location: Health Clinic  
Work Info: Full Time: 40 Hrs/Week (M-F)  
Salary: DOQ/E (\$16.00-\$21.00 hourly wage)  
Closes: (05/29/2020 – 06/12/2020)

### **POSITION SUMMARY:**

The Cultural Advocate position is a full-time position with benefits, grant funded by an IHS DVPI & MSPI Grants. Under the direction of the Quileute Tribe New Beginnings Program. The Cultural Advocate will provide cultural advocacy services for the prevention of domestic violence and sexual assault as well as cultural advocacy/support to those seeking healing/wellness through traditional crafts, such as community carving projects, as well as providing community education to reduce risk factors for suicidal behavior and substance abuse through facilitation of evidence-based and best practice based approaches. This position requires an individual who is committed to survivors' issues and the prevention of violence and sexual assault against all members of our society.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Provides training, modeling, and supervision of Tribal members and other participants in cultural craft activities such as carving projects, including use and care of carving tools, safety, and design.
- Provides education, information and referrals for victims/survivors of domestic violence, sexual assault and suicide prevention (residents of the Quileute Reservation and Natives living within Clallam County).
- Plan and facilitate community outreach and educational activities for grant specific deliverables related to DVPI & MSPI goals. This includes promoting family engagement, increase access to prevention activities for youth to prevent methamphetamine use and other substance use disorders that contribute to suicidal behaviors.
- Documents client services, daily activities, grant reporting criteria, and statistical information.
- Provides transportation for community members to participate in cultural art activities/events.
- Assists in the development of a cultural/traditional prevention/education program including a comprehensive community action plan.
- Attends appropriate task force meetings to help plan and coordinate prevention/education campaign.
- Responsible for community education activities including public presentation, creation and distribution of educational materials for children and adults
- Participates in community member-oriented classes/groups to raise awareness of domestic violence and sexual assault, training that sensitize service providers to the needs of victims/survivors of childhood trauma, historical trauma, and trauma informed care.
- Provides culturally adapted activities for community members delivered by Trauma Informed Care provider including those in recovery, those seeking wellness and support in making new beginnings to lives without chemical dependency, facing addiction to alcohol, and drugs such as heroin and methamphetamine.
- Keeps current with available resources available to survivors of domestic violence and sexual assault, and coordinates with local service agencies and other Tribal departments in informing community members about availability of appropriate services.
- Other duties as assigned.

## **SKILLS, KNOWLEDGE AND ABILITIES**

- Must be of good moral character.
- Clerical skills and record keeping.
- Knowledge of community resources.
- Must keep strict confidentiality.
- Good verbal and written communication skills.
- Knowledge and skill in communication, both for public presentation and small conversations, including discussions on difficult, uncomfortable topics.
- Must be able to pass HIPAA training test.

## **QUALIFICATIONS:**

### **Minimum Qualifications**

- Knowledge and skill in carving, design, use of carving tools, and ability to teach such craft.
- Knowledge of Quileute cultural practices such as gathering, preparing traditional food and traditional crafts.
- Experience in setting professional boundaries.
- Must have a high school diploma or GED.
- Must be 18 years of age or older.
- Must submit and successfully pass criminal history background checks.

### **Preferred Qualifications**

- One-year experience working with survivors of trauma is preferred.
- Training and experience in crisis intervention.
- AA Degree in pertinent or two years professional carving experience.

## **GENERAL INFORMATION:**

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

**Special Requirements:** Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

**Indian preference will apply.** If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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