



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



Quileute Tribe Job Description

Domestic Violence Advocate

Position: **DOMESTIC VIOLENCE ADVOCATE**
Supervisor: New Beginnings Program Manager
Location: Tribal Health Clinic
Work Info: 40Hrs/Wk
Salary: DOQ/E (hourly wage)
Opened: September 27, 2021
Closes: Open Until Filled

RESPONSIBILITIES:

The Domestic Violence Advocate is committed to victim's issues and the prevention of violence and sexual assault against all members of our society. This position, funded by the Office of Violence Against Women's Rural Grant, will act on behalf of victim's/survivors of domestic violence, dating violence, sexual assault, stalking and elder abuse who are living on or near the Quileute reservation and Quileute's living throughout Clallam County to ensure their interests and rights are upheld. The position may include after-hours crisis management. This position is a grant funded position under the DOJ OVW Grant.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Provides advocacy-based counseling through intervention and emotional support to individuals, families, or groups to promote emotional stability and healing from the impact of abuse.
- Provides information and referral assistance to clients or on behalf of clients.
- Interfaces with community advocates to guide survivors through the criminal justice system
- Accompany participants to appointments when necessary. Advocacy appointments may be for legal issues, medical issues, or at another social service.
- Increase self-esteem and self-awareness by teaching skills in decision making, parenting, and self-care.
- Conduct client intake and assessment needs and safety assessment of victims.
- Assist with protection orders, no contact orders.
- Supports Community Prevention Activities/Events.
- Develop ongoing professional and referral relationships with health, legal and social service systems.
- Maintain good relationships with local law enforcement, businesses, and community partners.
- Conduct timely data collection and monthly reporting
- Complete and maintain required training hours for Core Advocacy
- Complete IHS required HIPAA and ISSA Training
- Must adhere to the highest level of confidentiality.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THE POSITION:

Approved September 20, 2021, by Q.T.C consensus #4474

- Must be at least 18 years of age.
- Experience working with individuals exposed to domestic violence and sexual assault situations.
- Ability to work cooperatively with diverse staff, clientele, resource providers and community.
- Be comfortable and competent de-escalating conflict appropriately.
- Ability to work independently as well as take direction from supervisors and other staff.
- Ability to manage stress.
- Experience setting professional boundaries
- Training and experience in crisis intervention.
- Good verbal and written communication skills.
- Knowledge of community resources, clerical skills and record keeping.
- Must be of good moral character
- Must submit to and pass criminal history background checks.
- Must follow all Tribal Policies and Procedures

EDUCATION / EXPERIENCE REQUIREMENTS:

Minimum:

- High School Diploma or GED.
- 2 years' experience in domestic violence, sexual assault case management or similar fields.

SPECIAL CERTIFICATIONS REQUIRED:

Must complete 40 Hour Core Advocacy Training

Must complete HIPAA Training within 90 days of hire

Must complete Indian Health Services ISSA Training within 90 days of hire

Must obtain and keep current Food Handlers card

Must complete Mandatory Reporter training within 90 days of hire

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.

HOW TO APPLY

Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

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

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**If Applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.