



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/

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 (**REQUIRED**)
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.

Position: **CULTURAL ADVOCATE**
Supervisor: New Beginnings Program Manager
Location: Health Clinic
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E
Closes:

POSITION SUMMARY:

This is a grant-funded position that will provide American Indian/Alaska Native cultural advocacy through traditional methods, such as community carving projects, to those seeking healing & wellness. The incumbent will provide community education to reduce risk factors for suicidal behavior, substance abuse, and violence using culturally relevant and evidence-based best practices and approaches. This position requires an individual who is a natural helper, committed to survivors' issues, and is proficient in American Indian/Alaska Native culture.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Ensure confidentiality and integrity of Protected Health Information (PHI) of clients served by the QHC to comply with all HIPPA regulations.
- Creates and implements cultural activities/trainings for Tribal Members and other participants. This includes training and supervising in the care and use of equipment.
- Work with other departments to implement culturally relevant training for staff and community members as it relates to the prevention of suicide.
- Provide wrap around services at community cultural activities including drum group.
- Provides education, information, and referrals for victims/survivors of domestic violence, sexual assault, and suicide prevention. To include public presentations.
- Document daily activities, and other data for the New Beginnings Program Manager.
- As an advocate, you will be required to conduct client intakes and assessments and provide information and referrals.
- Maintain all client records with complete compliance to Federal Privacy Regulations.
- Provide transportation for clients to participate in cultural activities, events, and training.
- Assist in developing a culturally relevant education program including a comprehensive community action plan as it pertains to suicide awareness and prevention.
- Participates in appropriate task force/work group meetings to help plan and coordinate prevention/education campaigns.
- Complete and maintain required training hours for Core Advocacy, to include continuing education.
- Provides culturally relevant and trauma informed care to those seeking wellness.
- Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Demonstrate experience of organizing community events and/or activities.
- Knowledge of, or ability to learn, the dynamics of working with Tribal communities including historical and inter-generational trauma.

- Knowledge of, or ability to learn, the Quileute traditions and cultural practices of the Quileute Tribe and community.
- Communicate effectively, both verbally and in writing.
- Ability to work well independently, and as part of a team.
- Ability to keep accurate records and create reports.
- Basic computer knowledge including use of Microsoft Office programs.
- Knowledge of available client services/support.
- Ability to understand and carry out instructions.
- Maintain effective working relationships.
- Follow Tribal Policy and Procedure, to include those of the Quileute Health Center and New Beginnings

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be granted in particular cases.

PHYSICAL 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 is frequently required to sit and stand. The employee must occasionally lift and/or move up to 40 pounds.

SUPERVISORY RESPONSIBILITY:

- None

QUALIFICATIONS:

Minimum Qualifications

- Must be 18 years of age or older
- High School diploma, or GED.
- WA Driver's License
- Completion of Advocacy Training upon hire
- Completion of Basic Life Support/AED certification upon hire
- Completion of QHC specific certifications (HIPPA, ISSA, Confidentiality Statement, etc.) upon hire
- Pre-employment drug testing and random drug testing in accordance with the Tribal Drug and Alcohol Policy
- Must pass a Criminal Background Check
- 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.

Preferred Qualifications

- One-year experience working with survivors of trauma is preferred.
- A degree or certification in related field.
- Training and experience in crisis intervention.
- 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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