

# Quileute Tribe Job Description

## Survivor Support 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: **Survivor Support 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. Survivor Support Advocate will be responsible for facilitating and coordinating services available to survivors of crime within the Quileute Service Delivery Area. The survivor support advocate will work closely with all tribal programs that provide victim's services.

The Quileute Tribe is dedicated to fully exercising its sovereignty to prevent and reduce criminal activity and victimization on the Reservation through vigorous and effective investigation and prosecution of crimes combined with effective use of traditional healing and cultural services provided to victims. The Survivor Support Advocate will be a critical partner in advancing these goals.

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

- Working with victims of crime to connect them with services that facilitate healing and empowerment.
- Recording of data into online tools (Infonet)
- Client Intake
- Coordinating services with Tribal, State, and Local service providers
- Recruiting individuals to provide services.
- Developing and maintaining procedures for record-keeping
- Serving as a professional liaison to the court, agency personnel, and the board of directors
- Planning program growth and development, including special projects, budgets, annual work plans, and analysis of trends in program services.
- Representing the program to networks of service providers and coalitions dealing with services to victims of crime.
- Other duties as assigned.

### **SKILLS, KNOWLEDGE AND ABILITIES**

- Experience working within Tribal communities.
- Understanding of the dynamics of victims of crime
- Ability to provide training for volunteers and staff.
- Strong communication skills
- Ability to work well independently, and as part of a team
- Ability to plan, organize, supervise, delegate, and evaluate the program operations
- Familiarity with Tribal resources and leaders who can facilitate the establishment and growth of the program.

- Respect for the culture and traditions of the Quileute Tribe
- Must be compassionate and empathetic
- Must be able to follow directions and guidelines
- Abide by confidentiality requirements of HIPAA and 42 CFR Part 2
- Knowledge of budgeting methods
- Ability to display a high degree of professionalism while keeping difficult situations in proper perspective

### **WORK ENVIRONMENT:**

- Primarily in the office setting in a rural Tribal Health Center
- Occasional courtroom setting
- Occasional outdoor setting depending on the situation
- Occasional community events which can include outdoor settings

### **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 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
- Two years' experience in related field

#### **Preferred Qualifications**

- Associate degree in a related field.

### **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 to 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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