

**YUROK TRIBE-JOB DESCRIPTION
VICTIM ADVOCATE**

Job Title:	Victim Advocate	Job Code	6
Department	Tribal Court	Location	Eureka
Reports To:	Victim Services Coordinator	FLSA Status	Non Exempt
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
Salary Range	\$20.67-26.97		

POSITION SUMMARY:

The purpose of this position is to provide crisis intervention services, advocacy, and holistic healing services to victims of domestic violence, dating violence, sexual assault and stalking. The Victim Advocate will be responsible for collaboration with other programs and services within the local community while maintaining and ensuring the confidentiality and safety of clients. The Victim Advocate will also provide advocacy services to victims in accessing services available to them including the legal system, both tribal and State, both criminal and civil. The Victim Advocate will be required to have or be able to develop sound organizational skills for coordination services to clients.

DUTIES AND RESPONSIBILITIES:

1. Provide on call crisis management services to victims of domestic violence, sexual assault, dating violence, and stalking.
2. Work in collaboration with other Yurok departments, Yurok programs as well as external domestic violence/sexual assault services
3. Assist victims to access resources available to them including shelters, counseling, medical services, law enforcement, restraining orders, and the legal system.
4. Manage case plans for clients referred to the shelters by Yurok Tribal Departments, and other victims seeking services of the Yurok Hey-wech-ek' ("I survive") Program.
5. Transport victims and children to medical, counseling, therapeutic and/or psychological appointments, and accompany clients to shopping area and to appointments.
6. Coordinate with other members of the Coordinating Council of the Program to better meet the needs of victims.
7. Assist clients with preparation of forms, such as requests for protective orders and application for services.
8. Assist in locating housing for displaced individuals.
9. Assist in delivering emergency supplies and services such as food, transportation, and childcare for victims of crimes against women.
10. Prepare basic notes for the department director for reporting and tracking purposes.
11. Develop working relationships with agencies and organizations that provide services to victims of domestic violence, dating violence, sexual assault and stalking.
12. Coordinate holistic healing services including art activities, yoga, and mindful mediation for survivors.
13. Other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

YUROK TRIBE-JOB DESCRIPTION VICTIM ADVOCATE

There are no supervisory functions or responsibilities.

MINIMUM QUALIFICATIONS:

1. Computer terminology and computer keyboard arrangement and navigate through computer screens and complete and review basic computer documents and other forms including identifying when computer output is incorrect and made corrections. Basic knowledge of Microsoft Office including Word application.
2. English, grammar, spelling, punctuation, and a variety of letter and report formats in order to prepare correspondence and reports.
3. Ability to communicate orally and in writing. This person should be able to express her/himself in a clear and concise manner for the purposes of correspondence, reports and instructions, etc., as well as for obtaining information or conveying messages between the supervisor and other staff members.

EDUCATION

Grade 6 – Associate of Arts in Social Science and one (1) year specialized experience equivalent to at least next lower grade level.

Note: Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable. Proficiency requirements are described below.

General Experience: Progressively responsible work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including Pre-employment screening.
2. All applicants will acknowledge and abide by all Yurok Tribe personnel and other policies and procedures.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

YUROK TRIBE-JOB DESCRIPTION

VICTIM ADVOCATE

4. When necessary, must be able to lift 25 to 50 pounds.
5. Must have a valid state issued driver’s license (CA or OR) and be insurable under the Tribe’s insurance policy.
6. Must pass a background investigation and fingerprint clearance.
7. Qualified Indian preference applies.
8. **THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES**
9. **LANGUAGE SKILLS:** Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
10. **REASONING ABILITY:** Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
11. **PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
12. **VISION REQUIREMENTS:**
 - Close vision (clear vision at 20 inches or less).
 - Color vision (ability to identify and distinguish colors).
 - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
 - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date