

**CHER-AE HEIGHTS INDIAN COMMUNITY
OF THE TRINIDAD RANCHERIA**
Job Description

Job Title: Victim Advocate
Department: Tribal Programs
Reports To: Social Services Manager
FLSA Status: Exempt Employee
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Prepared
Date: 8/8/2019
Approved By: Tribal Programs Director

Summary

Under the general supervision of the Social Services Manager, the Victim Advocate is responsible for providing direct services to survivors and their children who seek the assistance of the Tribal Victim Assistant Program or are utilizing services through the Victim Services Center. The Victim Advocate will provide survivors information on legal rights and protections, emotional support and assist in finding follow up or long-term local resources.

RESPONSIBILITIES AND DUTIES

1. Assists in the implementation of all departmental program activities.
2. Shall determine client's needs and develop and implement an appropriate service plan with the guidance of Manager.
3. Complete initial intakes and maintain accurate case records and documentation.
4. Perform crisis intervention for clients and hotline callers, including emotional support, resource and action options, and personalized safety planning.
5. Provide clients with legal advocacy, including education about the legal system, assistance with protection and anti-harassment orders, accompaniment and transportation to court, and assistance with police-reporting.
6. Accompany victims to court, law enforcement interviews, and doctor exams that are a direct result of sexual assault and/or domestic violence.
7. Assist clients with the utilization of community resources; interpret rules, regulations and policies for the clients pertaining to resources being sought.
8. Perform outreach activities in the community, including but not limited to distribution of informational materials, information booths at community events, meetings with other community members, public presentations, and participation in vigils.
9. Perform systems advocacy by building partnerships with other agencies in the community in order to improve systemic responses to victims of crime.
10. Attend mandatory staff meetings.
11. Shall work with a high degree of independence in administering services and in using agency or community resources.
12. Make necessary home visits to carry out casework assignments.
13. Other duties as assigned.

QUALIFICATIONS

1. Demonstrated ability to work effectively with Native American people in culturally diverse environments.
2. Ability to manage time well and work under stressful conditions with an even temperament.
3. Ability to plan, organize and implement outreach programs that optimize participation.
4. Displays the ability to establish and maintain harmonious working relationships with other employees and the community.
5. Must have strong written and communication skills.
6. Proficiency with computers and Microsoft Office or similar programs.

EDUCATION AND EXPERIANCE

1. BA/BS Degree in Social Work or related field highly preferred.
2. Must have two years social work or advocacy experience in public, Tribal, or private services agency.
3. Must have a valid California Driver's License and be insurable through the Tribe's insurance plan.
4. Must have familiarity with Child Welfare Practices.
5. Must adhere to confidentiality and HIPAA policies.
6. Must complete background check, submit to fingerprints, consent to criminal history record check, and submit a separate application for suitability.
7. Required to report any violation of a criminal statute within one working day of the charge or conviction to immediate supervisor.
8. Native American preference.

WORKING CONDITIONS

Physical Abilities: Dexterity of hands and fingers to operate a computer terminal and other office equipment; sitting or standing for extended periods of time; bending at the waist; speaking and hearing to exchange information; moderate lifting (15-45 pounds); carrying, pushing or pulling; and reaching overhead, above the shoulders, and horizontally.

ALCOHOL AND DRUG FREE WORKPLACE:

All employees and potential employees are required to submit to pre-employment and random drug and alcohol tests in accordance with the Tribal Alcohol-Free Workplace Policy.

Signature _____

Date _____