

## **JOB ANNOUNCEMENT**

**POSITION: Domestic Violence Administrative Assistant**  
**PROGRAM: OVW Violence Against Native Women Tribal Government Program (VAWTGP)**  
**SUPERVISOR: Rural Projects Coordinator**  
**SALARY RANGE: \$23.39 per hour (Grade 19, Step 03)**  
**BUDGET LINE ITEM: 4820-0000-600**  
**CLASSIFICATION: EXEMPT**  
**LOCATION: Owyhee, Nevada**

**OPENS: May 12, 2023**

**CLOSES: May 26, 2023**

**SPECIFICATIONS:** All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

**The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.**

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES.** In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

**SPECIAL CONSIDERATIONS:** This position is subject to random drug testing and a thorough background investigation including criminal, financial and character checks as a condition of employment. This individual must be able to work long hours, nights and weekends. Must be able to travel upon short notice and must be able to travel by plane. This individual has access to sensitive Tribal and personal data. This position has regular contact and responsibility for women and children. Additionally, this person periodically operates a Tribal vehicle (Unless accepted under the provisions of the American Disabilities Act).

## **JOB SUMMARY:**

The Shoshone-Paiute Tribes received an Office of Violence Against Women grant from the U.S. Department of Justice, Bureau of Justice System. Under this grant the Tribe will conduct a Violence Against Women Tribal Governments Program (VAWTGP). The Shoshone-Paiute Tribes are seeking to hire a Domestic Violence Administrative Assistant to help implement this grant. The sexual assault advocate is responsible for maintaining adequate participant data, and statistical information for grant reporting and audit purposes; the Domestic Violence Administrative Assistant will provide direct services, advocacy, development of safety plans and coordinate emergency and on call related services to victims of domestic violence, sexual assaults, dating violence, and stalking; Provide support work with tribal communities focusing on education, outreach and prevention; Work closely with tribal law enforcement, tribal social services, tribal court systems, and other related Native American and non-Native American related agencies and organizations to develop a network of resources available to clients and victims.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

- Assist with the collection of baseline data for programs, goals, objectives, and evaluations.
- Enter program data into appropriate multiple databases.
- Assist in the production of summary and outcome documents for program activities and events.
- Assist with the development and completion of program reports, program publications, outreach/educational materials, and training materials.
- Produce quarterly newsletter for publication, flyers, and brochures as needed.
- Provide clerical support to program staff and volunteers as needed. Produce general program correspondence, filing, and mailings.
- Assist with staff supervision, trainings, presentations, workshops, classes on domestic violence, sexual assault dating violence, and stalking. Activities include, setting up, clean up, registration, etc.
- Researching a variety of resources for program presentation, funding opportunities and victim legal advocacy, along with creating an on-going resource booklet.
- Researching for presentation, funding opportunities and other resources in this area.
- Negotiate with presenters for presentation fees and travel expenses.
- Assist with surveys and community assessments, which entails gathering information.
- Assist with transporting program clients.
- Assist with on-call rotation, which may require working after hours & weekends.
- Ability to work with law enforcement, medical, and other providers.
- Commitment to empowerment of battered women and their children.
- Must uphold the Shoshone-Paiute Tribes Violence Against Women Act confidentiality requirement on and off duty.
- Must have a valid Driver's License and reliable transportation;
- High school diploma required
- Must be available for frequent overnight travel to outlying areas and rural communities

- Must be proficient with Microsoft Office, proficiency with Excel, Word, Outlook, PowerPoint, Publisher and Media Design
- Ability to know how to use Zoom video
- Ability to be on-call for client and victim calls 24 hours per day, 7 days per week;
- Must have excellent communication skills both verbal and written
- Must have a valid Driver's License and reliable transportation;
- High school diploma required
- Must be available for frequent overnight travel to outlying areas and rural communities
- Must be proficient with Microsoft Office, proficiency with Excel, Word, Outlook, PowerPoint, Publisher and Media Design
- Ability to know how to use Zoom video
- Ability to be on-call for client and victim calls 24 hours per day, 7 days per week;
- Must have excellent communication skills both verbal and written;
- Ability to work independently, but most importantly part of a team;
- Ability to provide excellent customer service both internally and to clients and colleagues;
- Other duties as assigned relevant to program services, grant management and human services field. Or by immediate supervisor.

#### **MINIMUM QUALIFICATIONS:**

- Experience working in social science, nonprofit, and/or domestic violence service setting preferred.
- Must have a High School Diploma or GED.
- Associate or Bachelor's degree in related field is preferred.
- Must possess a valid state driver's license and be insurable with the Tribes carrier.
- Must possess excellent organizational, telephone and interpersonal skills.
- Must possess good oral and written skills-clear, concise, writing preferred.
- Must possess computer skills-required proficiency with Microsoft Word Programs: Word, Excel, PowerPoint, Access, Publisher, Google Calendar and Email and the Internet; additional computer skills are a strong plus, and experience with wide array of software programs.
- Experience working with battered women, domestic violence programs, or projects.
- Must pass child abuse and neglect central registry screening, criminal background checks, and pre-employment drug testing.
- Must demonstrate knowledge of the impacts of domestic violence, dating violence sexual assault and stalking.
- Must be able to demonstrate ongoing efforts to pursue a nonviolent, drug and alcohol-free lifestyle.
- Must be motivated, dependable, self-directed and organized with attention to detail.
- Available to work some evenings and weekends as needed.

#### **OTHER REQUIREMENTS:**

- Must have knowledge of women's issues and diversity issues;
- Must be able to do legal research as needed;
- Must be able to respond appropriately in a crisis situation;

- Must be able to travel on odd hours and on weekends, as needed;
- Must be self-motivated, self-directed, and organized with attention to details;
- Flexibility, energy, good humor, and ability to work under deadlines;
- Must be able to work independently, with community members, and collaboratively with other agencies;
- Must complete a Privacy/Confidentiality In-Service;
- Must be willing to be committed to the philosophy of the Violence Against Women program.

**NOTE:** This list of primary requirements and duties is not intended to be exhaustive; Shoshone-Paiute Tribes reserves the right to revise this job description as needed to comply with actual job requirements.