

Re-Advertised JOB ANNOUNCEMENT

POSITION: Domestic Violence Administrative Assistant
PROGRAM: OVW Violence Against Native Women Program
SUPERVISOR: Rural Projects Coordinator
SALARY RANGE: \$19.25 per hour (Grade: 19 Step: 01)
CLASSIFICATION: Non-EXEMPT
LOCATION: Owyhee, Nevada

OPENS: April 9, 2021 **CLOSES: OPEN UNTIL FILLED**

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 background check including fingerprints as a condition of employment. This individual has access to sensitive Tribal member personal data and comes into direct contact with children and seniors. This person operates Tribal vehicles and/or equipment in the course of their employment.

JOB SUMMARY:

Under the direct supervision of the Domestic Violence Director, the Administrative Assistant provides clerical support and administrative assistance to the STOP Violence Against Native Women Program.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Assist with the collection of baseline data for programs, goals, objectives, and evaluations.
2. Enter program data into appropriate multiple databases.
3. Assist in the production of summary and outcome documents for program activities and events.
4. Assist with the development and completion of program reports, program publications, outreach/educational materials, and training materials.
5. Produce quarterly newsletter for publication, flyers, and brochures as needed.
6. Provide clerical support to program staff and volunteers as needed. Produce general program correspondence, filing, and mailings.
7. Assist with trainings, presentations, workshops, classes on domestic violence, sexual assault dating violence, and stalking. Activities include, setting up, clean up, registration, etc.
8. Researching a variety of resources for program presentation, funding opportunities and victim legal advocacy, along with creating an on-going resource booklet.
9. Researching for presentation, funding opportunities and other resources in this area.
10. Negotiate with presenters for presentation fees and travel expenses.
11. Assist with surveys and community assessments, which entails gathering information.
12. Assist with transporting program clients.
13. Assist with on-call rotation, which may require working after hours & weekends.
14. Ability to work with law enforcement, medical, and other providers.
15. Commitment to empowerment of battered women and their children.
16. Must uphold the Shoshone-Paiute Tribes Violence Against Women confidentiality requirement on and off duty.

17. Other related duties as assigned by immediate supervisor.

MINIMUM QUALIFICATIONS:

1. Experience working in social science, nonprofit, and/or domestic violence service setting preferred.
2. Must have a High School Diploma or GED.
3. Associate or Bachelor's degree in related field is preferred.
4. Must possess a valid state driver's license and be insurable with the Tribes carrier.
5. Must be willing to travel.
6. Must possess excellent organizational, telephone and interpersonal skills.
7. Must possess good oral and written skills-clear, concise, writing preferred.
8. Must possess computer skills-required proficiency with Word Perfect, Word, Excel, PowerPoint, Access, Publisher and the Internet; additional computer skills are a strong plus, and experience with wide array of software programs.
9. Experience working with battered women, domestic violence programs, or projects.
10. Must demonstrate knowledge of the impacts of domestic violence, dating violence sexual assault and stalking.
11. Must be able to demonstrate ongoing efforts to pursue a nonviolent, drug and alcohol-free lifestyle.
12. Must be motivated, dependable, self-directed and organized with attention to detail.
13. Available to work some evenings and weekends as needed.

OTHER FACTORS:

1. Must have knowledge of women's issues and diversity issues;
2. Must be able to do legal research as needed;
3. Must be able to respond appropriately in a crisis situation;
4. Must be able to travel on odd hours and on weekends, as needed;
5. Must be self motivated, self-directed, and organized with attention to details;
6. Flexibility, energy, good humor, and ability to work under deadlines;
7. Must be able to work independently, with community members, and collaboratively with other agencies;
8. Must complete a Privacy/Confidentiality In-Service;
9. Must be willing to be committed to the philosophy of the Violence Against Women program.