

JOB ANNOUNCEMENT

POSITION: Rural Project Victims Advocate

PROGRAM: DOJ-Office of Violence Against Women Rural Project

SUPERVISOR: OVW Administrative Assistant

SALARY: \$24.67 per hour (Grade 16, Step 10)

CLASSIFICATION: NON-Exempt

LOCATION: Owyhee, Nevada

OPENS: October 16, 2025

CLOSES: November 5, 2025

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.

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 primary responsibility of the Full-Time Advocate is to provide direct advocacy, support, and outreach to Native American women and their children who have experienced domestic violence, dating violence, sexual assault, and stalking. This role supports the goals and objectives of the U.S. Department of Justice (Office on Violence Against Women) Rural Project by contributing to the ongoing development, implementation, and stability of program activities and services. The Full-Time Advocate will play a key role in service delivery, community engagement, and program coordination, and will report directly to the Rural Program Coordinator.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Develop, review, and implement policies and procedures related to advocacy, safety planning, confidentiality, and victim services for domestic violence, dating violence, sexual assault, and stalking.
2. Provide immediate crisis response and on-call support for victims, including after-hours, evenings, and weekends as needed.
3. Offer empathetic, respectful, and non-judgmental support to victims and survivors.
4. Build and maintain collaborative relationships with internal tribal programs and external agencies to provide referrals and comprehensive services beyond the scope of tribal grant programs.
5. Maintain confidentiality at all times in accordance with Shoshone-Paiute Tribes' STOP Violence Against Women standards, including outside of work hours.
6. Provide effective communication and support to victims and their families, including parents and guardians, on the impact of domestic violence, teen dating violence, sexual assault, and stalking.
7. Assist in planning and implementing community education, outreach, and awareness events in partnership with DV program staff and advocates.
8. Support and coordinate cultural preservation activities for all age groups that foster identity and promote nonviolent behaviors.
9. Facilitate or co-facilitate support groups to foster healing, empowerment, and peer connection among survivors.
10. Coordinate logistics and implementation of on-site training and consultation sessions for staff and partners.

11. Serve as a court advocate for victims engaged in Tribal Court, ensuring appropriate support and advocacy throughout the legal process.
12. Maintain complete and accurate case documentation, service logs, and client files for grant reporting.
13. Participate in program staff meetings and tribal employee trainings as scheduled.
14. Attend mandatory webinars, conferences, and interagency meetings as aligned with program and OVW goals.
15. Collect and input program data into grant-approved tracking systems, ensuring timely and accurate reports.
16. Deliver or assist in developing educational classes on topics such as safety planning, empowerment, healing, and available services.
17. Assist in preparing semiannual grant reports and data summaries in coordination with staff.
18. Demonstrate proficiency in Microsoft Office applications, especially Word, Excel, Outlook, and PowerPoint.
19. Write and edit formal correspondence including letters, memoranda, and outreach materials.
20. Create and present PowerPoint presentations for trainings, awareness events, and community engagement.
21. Set up and manage virtual meetings, including screen sharing, participant control, and troubleshooting.
22. Assist in developing and maintaining SOPs and work plans for project implementation and compliance.
23. Create training materials including handouts, flyers, and guides.
24. Help organize events such as conferences, workshops, and talking circles, managing all logistics and materials.
25. Perform other duties as assigned to ensure effective program implementation and victim-centered service delivery.

MINIMUM QUALIFICATIONS:

1. Experience working with victims of domestic violence, dating violence, sexual assault, or stalking is preferred; willingness to be trained is required.
2. High school diploma or GED required.
3. At least one year of post-secondary education preferred in Social Work, Criminal Justice, or related field.
4. Microsoft Office experience, Zoom, clerical experience.
5. Typing speed of 35 WPM or higher
6. Understanding of the dynamics and impacts of domestic violence, dating violence, sexual assault, and stalking.
7. Highly organized, self-motivated, and able to work independently while maintaining attention to detail.
8. Valid driver's license and insurability under the Tribe's insurance policy.

9. Must be able to travel to mandated OVW training.

OTHER FACTORS:

1. Strong writing skills for documentation, correspondence, and reports.
2. Must maintain a nonviolent, drug-free, and alcohol-free lifestyle.
3. Knowledge of or willingness to learn tribal civil and criminal court processes to support effective victim advocacy.
4. Ability to respond calmly and effectively in crisis/emergent situations while following program procedures
5. Excellent verbal communication skills with public speaking or group facilitation.

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.