

JOB ANNOUNCEMENT

POSITION: Sexual Assault Advocate
PROGRAM: OVW Tribal Sexual Assault Services Program (TSASP)
SUPERVISOR: OVW Domestic Violence Admin. Assistant
SALARY: \$21.84 an hour (grade 19, Step 02)
BUDGET LINE ITEM: 4816-000-6000
CLASSIFICATION: EXEMPT
LOCATION: Owyhee, NV

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 are 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 Tribal Sexual Assault Services Program TSASP Project. The Shoshone-Paiute Tribes are seeking to hire a Sexual Assault Advocate 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 Sexual Assault Advocate will provide direct services, advocacy, development of safety plans and coordinate emergency and on call related services to victims of sexual assault while assisting with domestic violence, 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:

- Work directly with victims of sexual assault in providing support, advocacy, referrals and work with Sexual Assault Nurse Examiner (emergency room, BIA Missing Murder Unit & Police, Federal Bureau of Investigation etc.) in ensuring that victims receive appropriate services, information, cases management and guidance through proceedings.
- Advocate for protection orders/restraining orders and other paperwork including victim assistance compensation submitting letter of fee waiver.
- Networking with and making referrals to other agencies that could assist the victims.
- Responsible for monthly, quarterly and annual reporting of all grant activity including statistics relating to services provided, the numbers served and gathering and classifying other relevant data and statistics.
- 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.
- Adhering to and enforcing policies and procedures of the Shoshone-Paiute Tribes.
- Uphold the Shoshone-Paiute Tribes DVAW Confidentiality requirements while on and off duty.
- Be able to communicate effectively with Community Awareness when providing education and advocacy support about the dynamics of sexual assault.
- Coordinate and Present Cultural preservation activities and awareness to enhance the program goals and objectives.
- Facilitate support groups and do presentations if needed on the dynamics of sexual assault in relation to missing and murder indigenous people, domestic violence, teen violence and stalking.
- 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;
- 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.