

# **JOB ANNOUNCEMENT**

**POSITION:** Sexual Assault Advocate

**PROGRAM:** OVW Tribal Sexual Assault Services Eradication Project

**SUPERVISOR:** Rural Project Coordinator

**SALARY:** \$37,024.00 or \$17.80/Hour

**BUDGET LINE ITEM:** 4815-000-6000

**LOCATION:** Owyhee, NV

**OPENS:** April 20, 2021

**CLOSES:** May 18, 2021

**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.**

**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 Eradication 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 working with victims of sexual assault including providing giving support throughout the court process; accompany them to tribal, state and federal court.

## **JOB DUTIES**

- Respond to crisis calls involving sexual assault.
- Work directly with victims of sexual assault in providing support, the full realm of advocacy, referrals and work with first responders to sexual assault (emergency room, police, etc.) in ensuring that victims receive respectful and appropriate services and information.
- Act as liaison for victims of sexual assault with other agencies and with tribal, state, and federal criminal justice agencies and keep victims updated on the status of their cases and any criminal proceedings.
- Prepare protection/restraining orders and other paperwork including victim assistance compensation.
- 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.
- 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 family members when providing education and advocacy support about the dynamics of sexual assault.
- Assist in coordinating cultural preservation activities and cultural awareness to enhance the program goals and objectives.
- Be able to assist and facilitate support groups and do presentations if needed on the dynamics of sexual assault.
- Other duties as assigned relevant to the human services field.

## **MINIMUM QUALIFICATIONS**

- Minimum of a two-year associates degree; work experience may be considered in lieu of associates degree.
- Must possess excellent written and oral communication skills.
- Must be proficient with Microsoft Word Programs, Google Calendar and messaging.
- Must pass child abuse and neglect central registry screening, criminal background checks, and pre-employment drug testing.
- Must possess skills to be empathetic, nonjudgmental, supportive, respectful and empowering in working sexual assault victims.
- Must be knowledgeable of the dynamics of sexual assault and be able to respond appropriately in crisis situations.
- Must be capable of working collaboratively with others and other agencies.

## **OTHER REQUIREMENTS**

- Must have the ability to manage time effectively and complete multiple tasks with minimal supervision.
- Maintain personnel and client confidentiality.
- Maintain a professional appearance and demeanor.
- Must partake in training and professional development grant requirements which may require in-state or out-state travel.
- Must have a High School Diploma or GED.
- Must have a valid driver's license and home telephone or reliable cell phone service.

**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.