

# Job Announcement

**PART TIME POSITION:** Sexual Assault Advocate Assistant  
**PROGRAM:** OVW Tribal Sexual Assault Services Eradication Project  
**SUPERVISOR:** Sexual Assault Advocate  
**HOURS:** 15 Hours Per Week  
**SALARY:** \$1932 per Hour (Grade 17, Step 01)  
**BUDGET LINE ITEM:** 4816-000-6000  
**LOCATION:** THHW Offices Owyhee, Nevada 89832

**OPENS: July 12, 2024**

**CLOSES: August 9, 2024**

**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.**

## **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 Assistant to help implement this grant. The Sexual Assault Advocate Assistant is responsible for working with victims of sexual assault including providing assistance to the primary Sexual Assault Advocate.

## **JOB DUTIES**

- Assists with crisis calls involving sexual assault.
- Work indirectly with victims of sexual assault in providing support.
- Work with first responders to sexual assault (emergency room, police, etc.) in ensuring that victims receive respectful and appropriate services and information.
- Assist with liaison duties 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.
- Assist in the preparation of protection/restraining orders and other paperwork including victim assistance compensation.
- Share the responsibility of preparing 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**

- Two years of work experience in the field of sexual assault, domestic violence, stalking and dating violence.
- Must possess some written and oral communication skills.
- Must be proficient with computer applications of Word, Excel, Power Point, Access and Publisher.
- 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 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 valid driver's license and home telephone or reliable cell phone service.
- Must have a High School Diploma or GED.

**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.