Shoshone-Paiute Tribes, P.O. Box 219, Owyhee, NV 89832, (208) 759-3100, Fax: (208)277-1890
Website: www.shopaitribes.org; Human Resources Email: hr@shopai.org

JOB ANNOUNCEMENT

POSITION: Sexual Assault Advocate
PROGRAM: OVW Tribal Sexual Assault Services Program
SUPERVISOR: Napuha Kha Nii - Administrative Assistant
Classification: Non-Exempt
SALARY: $25.00 per Hour (Grade 18, Step 6)
LOCATION: Health & Wellness Offices Owyhee, Nevada 89832

OPENS: October 22, 2026 CLOSES: November 5, 2026

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 pre-employment and periodic background checks, including criminal history and fingerprint-based screening, as applicable, and random drug testing in accordance with Tribal policies and procedures. Employees funded through OVW awards who may interact with participating minors must meet applicable federal suitability screening requirements before such interaction occurs. Continued employment is contingent upon compliance with applicable employment, screening, and workplace requirements. Additionally, this person periodically operates a Tribal vehicle (unless excepted under the provisions of the Americans with Disabilities Act).

JOB SUMMARY

The Shoshone-Paiute Tribes, through the Napuha Kha Nii (Healing House) Program, receives funding from the U.S. Department of Justice, Office on Violence Against Women (OVW), Tribal Sexual Assault Services Program (TSASP), to strengthen sexual assault services on the Duck Valley Indian Reservation.

The Sexual Assault Advocate provides survivor-centered, trauma-informed, and culturally responsive advocacy, crisis intervention, safety planning, accompaniment, referrals, and ongoing support. The position assists survivors in accessing medical, legal, behavioral health, emergency, and other resources on and off the Reservation, while coordinating with Tribal departments, service providers, and community partners.

Responsibilities also include community education, sexual assault awareness, culturally appropriate healing activities, documentation, grant reporting, and other duties supporting program goals. Strict confidentiality, professional boundaries, accurate documentation, and respect for survivor autonomy are essential.

SPECIFIC DUTIES AND RESPONSIBILITIES

Direct Advocacy and Survivor Services

- Provide trauma-informed, survivor-centered advocacy, crisis intervention, emotional support, and referrals to victims and survivors of sexual assault.
- Conduct intakes, identify service needs, and develop or update individualized safety plans in collaboration with survivors.
- Assist survivors in accessing emergency shelter, temporary lodging, transportation, basic necessities, relocation assistance, medical care, behavioral health services, legal resources, and other available support consistent with program resources and grant requirements.
- Provide information, referrals, follow-up, and ongoing advocacy based on survivors' individual needs, choices, and goals.
- Support non-offending family members and others directly affected by sexual violence when appropriate and permitted by program requirements.
- Maintain professional boundaries and provide respectful, empowering, and non-judgmental services.

Accompaniment and Systems Advocacy

- Coordinate transportation and, when requested and available, accompany survivors to medical appointments, forensic examinations, court proceedings, law enforcement interviews, and other appropriate services.
- Assist survivors in navigating Tribal, state, and federal systems, including protection-order applications, victim compensation programs, and other victim-related resources. Refer legal questions to qualified legal professionals.
- Coordinate referrals and services with appropriate Tribal, state, and federal agencies, including law enforcement, medical and behavioral health providers, courts, and other service providers, consistent with survivor consent and applicable confidentiality requirements.

Outreach, Education, and Community Healing

- Participate in sexual assault awareness, prevention, community education, presentations, and approved outreach activities.
- Assist in developing and distributing culturally appropriate educational materials regarding sexual violence, healthy relationships, available services, and access to support.
- Support culturally appropriate healing activities, awareness campaigns, and community events that promote survivor well-being and support program objectives.

Collaboration and Program Development

- Work collaboratively with the Napuha Kha Nii Program Manager, program staff, Tribal departments, the Advisory Group, and community partners to strengthen sexual assault services on the Duck Valley Indian Reservation.
- Participate in Advisory Group meetings, staff meetings, case consultations, planning, and debriefing activities as assigned.
- Identify service gaps and barriers, and assist with developing program goals, action plans, outreach efforts, and service improvements.

Documentation, Data, and Grant Compliance

- Maintain accurate, timely, and confidential records of services, referrals, transportation, accompaniment, client assistance, outreach, and other program activities.
- Collect and maintain required program statistics, performance data, and non-identifying client feedback to support grant reporting, program evaluation, and service improvement.
- Ensure documentation and program activities comply with Tribal policies, program procedures, confidentiality requirements, and applicable grant requirements.

Confidentiality and Professional Conduct: Strict confidentiality, professional boundaries, accurate documentation, and respect for survivor autonomy are essential functions of this position.

Training and Professional Development

- Participate in required OVW technical assistance, Tribal and other professional training, and activities related to sexual assault advocacy and victim services.
- Maintain and apply current knowledge of trauma-informed advocacy, survivor rights, confidentiality, sexual assault response, and available resources.
- Must attend and participate in required OVW-sponsored training and technical assistance, including designated conferences, workshops, and other required activities.
- Must complete required Tribal and Napuha Kha Nii training and maintain current knowledge of sexual assault advocacy, trauma-informed services, survivor rights, confidentiality, and applicable program requirements.
- Apply training and professional development to strengthen services and support program goals.

GENERAL RESPONSIBILITIES AND WORK ENVIRONMENT

- Comply with Tribal and Napuha Kha Nii policies, procedures, confidentiality standards, and applicable grant requirements while protecting survivors' privacy, dignity, safety, and autonomy.
- Maintain professional boundaries and respectful working relationships with coworkers, Tribal departments, service providers, and community members.
- Work primarily in an office setting, with travel to courts, hospitals, and other service providers as needed. Duties may require prolonged sitting or standing, computer use, flexible hours, crisis response, and travel in varying weather conditions.
- Lift and carry files, supplies, and program materials weighing up to 25–50 pounds, as required by assigned duties and confirmed physical requirements.
- Perform other duties consistent with the position's sexual assault advocacy responsibilities.

The employee must be able to perform the essential functions of the position, with or without reasonable accommodation.

MINIMUM QUALIFICATIONS

Applicants must demonstrate the ability to perform the essential functions of the position and meet the following qualifications:

- High school diploma or GED required.
- Strong verbal and written communication skills and the ability to provide empathetic, respectful, survivor-centered services.
- Ability to maintain confidentiality, professional boundaries, and accurate documentation.
- Ability to respond appropriately to crisis situations, recognize safety concerns, prioritize tasks, and meet deadlines.
- Basic computer skills and the ability to work independently and collaboratively.
- Ability to establish professional working relationships with Tribal departments, service providers, and community partners.
- Commitment to culturally responsive, trauma-informed services for survivors.

PREFERRED QUALIFICATIONS

- Some college coursework in social work, psychology, human services, criminal justice, or a related field.
- Experience in sexual assault, domestic violence, victim advocacy, crisis intervention, safety planning, or related services.
- Knowledge of sexual assault and interpersonal violence, the Duck Valley community, and local and regional resources.

OTHER REQUIREMENTS

- Valid driver's license and reliable telephone or cell phone access.
- Successful completion of applicable background checks, required registry screenings, and pre-employment drug/alcohol testing in accordance with Tribal policy and applicable requirements.

- Compliance with applicable Tribal employment requirements regarding disqualifying convictions involving domestic violence, sexual assault, or abuse of children or vulnerable adults.
- Willingness to travel as needed, attend required training, and participate in community outreach, cultural activities, and other program events.
- Availability for flexible scheduling and on-call services, including nights, weekends, and holidays, as required by program needs and established on-call arrangements.
- Ability to perform the essential functions of the position, with or without reasonable accommodation.
- Must be available to participate in the program's established after-hours on-call rotation for domestic violence services, including nights, weekends, and holidays, as scheduled and required by program needs.