



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS: NOVEMBER 23, 2016

CLOSES: DECEMBER 8, 2016

JOB TITLE: DV OUTREACH ADVOCATE

DEPARTMENT: COMMUNITY DV
ADVOCACY PROGRAM

REPORTS TO: PROGRAM DIRECTOR

HOURS: 40 HRS/WK – FULL TIME

SALARY: BASED ON SALARY MATRIX + BENEFITS POSITION SUMMARY:

This position’s primary responsibility is to attend and/or plan community events designed to provide outreach information, including formal presentations. Provides emergency intervention and stabilization for victims and secondary victims of domestic violence. Networks with all Tribal Departments and other local or state services to stabilize domestic violence victims.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ability to create display boards and attend and plan community outreach events to provide program information and materials.
2. Assist in the arrangement of the silent witness throughout the community.
3. Assist in planning and implementation of the annual candle vigil.
4. Responds to telephone inquiries and walk-in request for services, assesses needs and responds to crisis situations.
5. Provide support services to clients on an on-call basis, which includes substantial after hour client contact and extensive travel as necessary.
6. Networks and forms effective and cooperative working relationships with all Tribal Departments including Social Services, Substance Abuse, Mental Health or other services.
7. Provides Domestic Violence training through community outreach for local, state and federal agencies.
8. Responds to requests from Tribal members or members of the community to supply information and referral to access programs, services, court system or other services.
9. Assists abuse clients and secondary victims, and alerts domestic violence clients to new services or resources as they become available.
10. Maintains case files for each client, and a data tracking system for grant reporting only.
11. Provides assistance to victim in accessing medical exams or other medical needs resulting from the victimization.
12. Assists victim in developing personal safety and address intimidation issues.
13. Provide services to clients referred by local programs and/or agencies including Kwawachee and PTHA.
14. Consults with service providers to insure continuity of case flow for intervention to adjudication.
15. Identifies and updates resources to address victim’s concerns of retaliations, lack of trust in programs and services or fear of reporting.

16. Attends weekly staff meetings and outreach meetings assigned.
17. Assists women in preparing for court and present in court when necessary for both State and Tribal courts.
18. Maintains compliance of State, Federal and Trust Board grants.
19. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not supervise staff.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associates degree (A.A.) from an accredited two-year college with major coursework in sociology, psychology or other human services related field and two or more years related experience and/or training; or satisfactory equivalent combination of education and experience. Additional advocate training and sexual assault training is preferred. Beginner to Intermediate experience and knowledge using word processing and spreadsheets (i.e. Word for Windows, Excel, Access, etc.).

Language Skills

Employee must demonstrate the ability to interact tactfully and positively with Tribal members, all levels of staff and management. Ability to maintain a high level of confidentiality. Ability to read, analyze and interpret common professional journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from staff and regulatory agencies. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions. Ability to effectively present information to management, employees and groups of people.

Mathematical Skills

Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions and apply them to practical situations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Licenses or Certificates

Must acceptably pass a criminal background check prior to and periodically throughout employment; must not have any felony convictions.

Must have a valid and unrestricted Washington state driver's license and proof of insurance. Driver's License must not contain any restrictions that would otherwise prevent an employee from complying with the Tribe's Vehicle Use Policy or driving a GSA vehicle.

Other

Knowledge of principles and practices of victim counseling.

Ability to work effectively with diverse individuals and groups.

Ability to negotiate and problem solve.

Knowledge of post-traumatic stress syndrome and immediate and long terms effects of domestic violence and sexual abuse.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a typewriter, personal computer, multi-line telephone, calculator, facsimile and photocopier.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee occasionally is required to stand and walk.
- The employee is occasionally required to stand and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 20 pounds.
- Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is low to moderate.
- The physical exertion is low to moderate.
- Work is performed in an office setting.
- There are frequent employee, client and customer contacts during the day.
- Position may be stressful at times due to the sensitive or confidential issues being addressed.
- Requires occasional travel using employee’s own transportation.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
Puyallup Tribe of Indians
3009 East Portland Avenue
Tacoma, WA 98404

Ph.#: (253)573-7863
Fax#: (253)573-7963
Email: jobs@puyalluptribe.com

*Note: Applications & copies of job announcements available at Rm. # 157
or online at www.puyallup-tribe.com*