



PUYALLUP TRIBE OF INDIANS

JOB ANNOUNCEMENT



OPENS: March 6, 2018

CLOSES: March 19, 2018

JOB TITLE: VICTIM ADVOCATE/CASE MANAGER

**DEPARTMENT: CHILDREN OF THE RIVER
CHILD ADVOCACY CENTER**

REPORTS TO: CRCAC PROGRAM MANAGER

SALARY: DOQ + BENEFITS

HOURS: 40 HOURS (FULL TIME)

POSITION SUMMARY:

Maintaining the strictest standard of confidentiality, the Victim Advocate/Case Manager works as part of a multi-disciplinary team responding to child, vulnerable adults, and their families when sexual abuse and/or physical abuse has been alleged. The Victim Advocate/Case Manager will be responsible for coordinating services that have been recommended by the MDT members, identifying barriers that may prevent the family from receiving services, and advocating for immediate service implementation. The Victim Advocate/Case Manager will serve to support the family and answer questions about the investigative process, court process, and treatment options. The Victim Advocate/Case Manager will monitor and maintain the case logistics and tracking of all cases at the CRCAC.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Make initial contact with families to answer any preliminary questions they may have. Educate non-offending care giver(s) about sexual abuse and/or physical abuse and the various systems that may become involved with their family.
2. Provide crisis intervention and case management for victims and families referred to them by law enforcement on those cases that do not involve a Child Protection Service (CPS) worker.
3. Perform a safety assessment of the family and develop a safety plan for victim and family, including technology safety when referred by law enforcement or APS.
4. Support Child Protection Service (CPS) worker to enhance rapid response to victim and family needs.
5. Provide support for victims and families at the MDT meeting, medical exam and court proceedings, as needed and if requested by the family. Services may include practical help as needed, repetitive crisis intervention, short term emotional support, case planning, implementation and counseling sessions, or arranging for services to enhance recovery (therapy). Assist the family in accessing services recommended by the MDT.
6. Answer any questions related to the investigative process and coordinate with other agencies that may be working with the child and family.
7. Develops and maintains professional relationships with service providers to promote effective coordination of services for the child victim and family.
8. May assist non-offending caregiver with protection, no-contact and anti-harassment orders, gather information needed for Court, and coordinate with other service providers, and actively monitors case through the legal system.

9. Provide trauma informed connections to cultural healing for child and family.
10. Promotes attitudes, behaviors and social conditions that will reduce and ultimately eliminate factors that cause or contribute to sexual and domestic violence.
11. Remain current on required pre-advocacy training requirement that include culturally-rooted appropriate training and guidelines, and maintain awareness of current trends, research, and developments in the field of trauma, sexual abuse, and other pertinent topics.
12. Maintain case files and update to ensure completeness of each file. Prepares case tracking and case review schedule.
13. Attend case review and follow through with recommendations from supervisor.
14. As required, participate in grant activities; assist in grant reporting and data tracking.
15. 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

Master’s Degree in Social Work, Human Development, Psychology, or a related field from an accredited college or university; and two years of significant related experience working with children of abuse in an advocacy, mental health, counseling field preferred; OR

A minimum of a Bachelor’s degree (B. A.) in Social Work, Human Development, Psychology, or a related field from an accredited college/University is required; and four or more years of significant related experience working with children, preferably in advocacy, mental health, counseling, or a closely related field.

Must have knowledge of info-net database tracking. Must demonstrate intermediate computer skills for word processing, database management and excel spreadsheets.

Must possess a good understanding of child abuse issues, sexual abuse issues, child development and community resources.

Must possess a good understanding of evidence based cultural healing curriculums that have been used in the Puyallup Tribal Community.

Must possess a good understanding of trauma informed care that will be practiced in all aspects of service to the Puyallup Tribal Community.

Must demonstrate knowledge of Court systems;

Must demonstrate knowledge of how to work cooperatively and positively with non-offending parents.

Language Skills

Employee must demonstrate the ability to interact tactfully and positively with Tribal members, all levels of staff and management. Ability to engage people of all ages and mediate with families in crisis. Must demonstrate an ability to communicate with pre-language and developmentally delayed individuals.

Mathematical Skills

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

Reasoning Ability

Ability to develop logical and creative solutions to problems and be counted on to make sound decisions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

Licenses or Certificates

Must pass an extensive DSHS criminal background check prior to and periodically after employment; must not have any felony convictions or founded child abuse actions.

Must have and maintain a valid and unrestricted Washington State driver's license. Driver's license must not contain any restrictions that would prevent the employee from driving a GSA vehicle.

Other

Work collaboratively and respectfully with Pierce County Children's Advocacy Center staff, Social Services staff, Law Enforcement staff, APS staff and other support staff.

Ability to respond after normal working hours to emergency situations. Must be willing to work flexible hours.

Must be willing to attend training, state and federal, following grant requirements.

Knowledge of child protection and law enforcement child abuse investigation procedures, and the ability to communicate and function within these systems.

Ability to work effectively with diverse individuals and groups.

Strong knowledge of Native American culture and issues facing Native Americans.

Ability to maintain empathetic listening skills even when dealing with people who are upset or emotional.

Must ensure strict confidentiality of agency and client information.

Ability to work in a stressful job environment with difficult subject matter and to keep own emotions in check.

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 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 25 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 may be performed outside of typical business hours.
- Position has a high level of stress due to the sensitive and confidential issues being addressed.
- Requires occasional travel using employee's own transportation.
- Some out-of-state travel may be required.

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*