



QUECHAN INDIAN TRIBE
Ft. Yuma Indian Reservation
HUMAN RESOURCES DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (760) 919-3600

Fax (760) 919-3661

POSITION DESCRIPTION

Position: Assistant Victim Advocate

Salary: \$15.00 per hour

Opening: Wednesday, March 30, 2022

Closing: Open Until Filled

BASIC FUNCTION:

Under the direct supervision of the Victim Advocate and the Director of Social Services, the Assistant Victim Advocate assists the Victim Advocate in providing services such as advocacy, intervention, prevention, education, awareness, and training when addressing domestic violence in the community. This position is required to provide direct client interaction, case-work, and transportation for victims of sexual abuse, domestic violence, dating violence, and stalking.

DUTIES & RESPONSIBILITIES:

Assisting the Victim Advocate, the incumbent will:

- Provide comprehensive services to include emotional support, transportation, accompany victims to medical, legal and/or law enforcement appointments, assist in securing protective orders, and emergency food and/or shelter.
- Assist and provides transportation for weekly/monthly support groups and other meetings.
- Demonstrate the ability to understand and explain to clients the differences in jurisdiction issues and the appropriate process for each as well as providing and assisting clients in completing appropriate forms.
- Participate in case staffing and consultations.
- Assist in conducting domestic abuse training and awareness programs and events.
- Promote the Victim Services program through community and organizational in-service workshops and meetings.
- Distribute information regarding available resources in the community.
- Participate and assists in preparing regular meetings of the Women's Advisory Group regarding program service delivery.
- Maintain data records on current orders for protection, restraining orders and other related court orders or release notices for the protection of the victim(s).
- Keep abreast of the laws in regards to the Violence against Women Act and any other laws that pertain to the program.
- Assist in collecting data and preparing timely reports to Tribal Councils, funding agencies and supervisor to ensure implementation of funding agency grant requirements.
- Travel as needed for program-related training, county-wide task-forces, regional councils and committees, and mandated regional and international trainings.

- Be available for flexible work hours which can include nights, evenings, and weekends in order to assist the Victim Advocate in events, meetings, or crisis.
- Perform other related duties as assigned.

QUALIFICATIONS:

- Must have an Associate's Degree from an accredited school in Criminal Justice, Social Work, Psychology, or Sociology. **OR;**
- A High School Diploma plus three years of experience working directly with victims of crimes or domestic violence.
- Any combination of education and experience that indicates suitability to do the assigned work can be considered.
- Experience working in Native American communities preferred.
- Must have valid driver's license and be able to meet the minimum insurance requirements in order to utilize the GSA vehicles.
- Must obtain a Level 1 Fingerprint Clearance Card within 90 days of hire.
- Must obtain CPR Certification within 90 days of hire.
- Ability to maintain positive working relationships with co-workers, clients and professional colleagues within the service area.
- Demonstrated ability to maintain strict confidentiality and utilize practices that protect sensitive information.
- Ability to work independently, yet work effectively as a part of a team to ensure management communication and ongoing program services planning and delivery.
- Proficient speaking and writing skills with ability to communicate effectively with victims, defendants, witnesses and the public.
- Skills in evaluating client needs and utilizing programs and community resources to meet such needs.
- Possess knowledge of basic case record keeping practices.
- Skills in Microsoft Word, Excel, and Power Point, and Email.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

350 Picacho Road

Winterhaven, CA 92283

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 572-0515

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must pass** a pre-employment Alcohol/Drug screening and Background Check.