



**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:** Victim Advocate

**Salary:** \$35,000-\$45,000 Annually (DOE)

**Opening:** Wednesday, March 30, 2022

**Closing:** Open until Filled

**BASIC FUNCTIONS:**

Under the direct supervision of the Social Service Director the incumbent will serve as an advocate to victims of domestic situations involving Native American Women residing on or near the Fort Yuma Reservation. Incumbent will also consult monthly with members of the Women's Advisory Group in relation to services provided, data collection and reporting, activities and on-going program planning.

**DUTIES & RESPONSIBILITIES:**

- Provides crisis intervention and comprehensive services to include emotional support, arrangement of transportation; accompany victims to medical, legal and/or law enforcement appointments, assist in securing protective orders, emergency food and/or shelter and information benefits.
- Assess imminent risks for health and/or safety of the victim and make referrals as appropriate.
- Participates in case staffing and consultations.
- Conduct domestic abuse training and awareness programs.
- Coordinates and/or provides transportation as needed.
- Orients victims to the criminal justice system by explaining procedures and status of criminal proceedings or cases; provides court support to victims.
- Promotes the victim assistance program through community and organizational in-service workshops and meeting.
- Facilitates 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).
- Create education and prevention campaigns that are designed to inform members of the community about domestic violence, dating violence, sexual assault, and stalking programs by preparing awareness poster, service brochures, editorials/newspaper articles, PSAs, radio/TV ads, videos and fact sheets.
- Keep abreast of the laws in regards to the Violence against Women Act and any other laws that pertain to the program.

- Collect data and prepares timely reports to Tribal Councils, funding agencies and supervisor to ensure implementation of funding agency grant requirements.
- Establish professional relationships with local and state agencies by networking and creating memoranda of understanding
- Partake in the procurement of grants that apply to the program by actively working with the Grants Writing department in researching, applying, and seeing through the application process of any grants.
- Travel as needed for program-related training, county-wide task forces, regional councils and committees.
- Performs other related duties as assigned.

**QUALIFICATIONS:**

- Bachelors of Social Work preferred; minimum of an Associate's Degree in Social Work, Criminal Justice, Psychology or Sociology with two years of professional experience in working with victims of domestic violence, vulnerable populations, the legal system, or Social Services. Any combination of education and experience that indicates suitability to do the assigned work will be considered.
- Experience working in Native American communities preferred.
- Valid driver's license and be insurable by the Tribe.
- 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 in individual crisis situations, yet work effectively as a part of a team to ensure management communication and ongoing program services planning and delivery.
- Good speaking and writing skills with ability to communicate effectively with victims, defendants, witnesses and the public.
- Skill in evaluating client needs and utilizing programs and community resources to meet such needs.
- Possess knowledge of basic case record keeping practices and the ability to prepare monthly and semi-annual reports.
- Ability to prepare program budget and to prudently manage program monies.

**FOR MORE INFORMATION AND TO APPLY:**

**Online application available at [www.quechantribe.com](http://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) 919-3661**

**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](mailto: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.