

VACANCY ANNOUNCEMENT

Yerington Paiute Tribe

171 Campbell Lane

Yerington, NV 89447

Phone: 775-783-0265 / Fax: 775-627-9022



(ADVERTISE LOCAL OPEN)

FULL-TIME POSITION

Victim Advocate

WAGE

Level 15-0 \$16.13– Level 17-2 \$17.79

SUPERVISOR

VAWA Director/Advocate

CLOSING DATE

Open Until Filled

POSITION SUMMARY:

The primary function of the position is to assist victims of domestic violence, elder abuse, sexual assault and stalking by providing emergency services, support, safety planning, and referral to resources. The Advocate will act as a guide for victims while navigating the criminal justice system and while acting as a liaison between the victim, law enforcement, court, and other programs deemed necessary to promote the rebuild their lives following victimization.

DUTIES:

- Receive and answer phone calls from victims of Elder Abuse and provide information utilizing excellent customer skills. 24-hour crisis intervention and call-out availability as needed.
- Must be able to get to and from various work locations throughout the day, including human services, court, clinic, police departments, housing, client homes, etc.
- Ability to work effectively when under extreme pressure and to work independently; but relate issues to Director
- Process program intakes, conduct initial assessments, and provide crisis intervention
- Assist Violence Prevention Advocate to coordinate and develop education and prevention activities to raise awareness about Elder Abuse indicators and resources available among the tribal and non-tribal community.
- Assist in the creation of brochures, flyers, advertisements, public service announcements, and develop and manage a quarterly newsletter that will provide education to the community and public.
- Create and conduct informative presentations and workshops relating to Elder Abuse.
- Work closely with the VAWA Director/Advocate, tribal law enforcement, tribal human services, tribal court system, and others to provide referrals to resources.
- Maintain the highest degree of confidentiality and professionalism always.
- Assemble confidential client files and maintain accurate records of services provided i.e. food cards, clothing, transports and other services provided.
- Promote the program and services available through local newspaper, program newsletter, Tribal newsletter, social media, and elder meal delivery, etc.
- Network with other tribal and non-tribal organizations, social service agencies and nonprofits to promote the program and to obtain and maintain a bank of resources available for clients.
- In coordination with the VAWA Director/Advocate and Violence Prevention Advocate organize and facilitate culturally appropriate support groups for individuals who may benefit from such activities.

- Participate in quarterly advocate meetings, advisory board meetings, elder protection team meetings, multi-disciplinary team meetings and other meetings as designated.
- Assist with clerical and administrative duties within the department such as answering phones, filing, copying, and record keeping for statistical and financial reporting.
- Perform other duties as assigned.

QUALIFICATIONS:

- High School Graduate or GED certification required. College preferred.
- Two years previous work experience dealing with victims of domestic violence, sexual assault, stalking or elder abuse. Consideration may also be given to those who have experience working with the elderly, high-risk families and/or children of diverse cultures and communities.
- Excellent computer word processing, power point and publisher skills.
- Must be willing to obtain training, which may include overnight and out of state travel.
- Excellent communication skills written and verbal, with some experience conducting public presentations, training workshops or public speaking.
- Must be a team player who is willing to learn, cross-train and assist in expanding services to victims of crime.
- Must be available for 24-hour crisis-intervention and call outs as needed.
- Must maintain strict confidentiality.
- Possess a valid Nevada driver's license.
- Pass pre-employment drug screen and background investigation.
- Able to lift 40lbs or more.

HOW TO APPLY:

1. Complete an application by contacting our Human Resources Director below.
2. All applications must accompany a 3-year DMV history, high school diploma/Equivalent or College Degree.

Attention: Human Resources Department
171 Campbell Lane
Yerington, NV 89447
775-783-0265
Fax: 775-627-9022
Email: hrdirector@ypt-nsn.gov

NOTE: Preference may be given to qualified Native American applicants under CFR, Subpart M, Part 273, Subpart D, 273.45.
TC Approved: 1/13/2021