



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Victim Advocate
Department: Relief After Violent Encounters (RAVE) Program
Supervised by: Social Services Director
Pay Rate: E2 \$49,091 – \$63,819 DOQ
FLSA Status: Full-Time; Exempt

Position Summary: Under the direct supervision of the Social Services Director, assists in providing direct service assistance to community members in the designated service area who are victims of a crime but not limited to domestic violence, dating violence, sexual assault and stalking.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- Initiates contact with victims of crime, advise crime victims of their rights and assist them in navigating through the criminal justice system.
- Provide crisis intervention and emergency assistance, conduct immediate needs assessment and provide information and referrals to other agencies and community services. Assist with applying for the state Victim Assistance Compensation Fund when applicable. Provide ongoing emotional support, encouragement and information to victims as the case moves through the criminal justice system; provide accompaniment during court proceedings, as needed; update victims regarding the ongoing status of criminal proceedings and any scheduled hearings.
- Coordinate interviews between investigating officers and victims. Provide support to victims and their family during interviews; explain the criminal justice system and victim's rights.
- Advocate on the behalf of victims to ensure their needs are addressed within the community and criminal justice system, confer with law enforcement officials and prosecutors on the status of cases; assist with preparation of temporary restraining orders, restitution, and all other processes designed to assist and protect the rights of victims.
- Provide victims with follow-up information relating case status/disposition information such as charges filed, status of criminal proceedings and hearings, term and conditions of probation, parole hearings and release information.
- Promotes the program through community presentations; performs outreach to identify victims eligible for assistance.
- Maintain database that records incident/victim statistics.
- Submits written progress reports monthly in a timely manner according to policy and procedure and prepares/reviews progress reports prior to submission.
- Accepts responsibility for and ensures compliance with applicable grant funding requirements.
- Helps to maintain accurate records according to grant and tribal policy. Submit quarterly, semiannually and annual grant reports as required by awarded grants.
- Provide crisis intervention and referrals on the 24-hour hotline to those seeking shelter and other services, not limited to domestic violence.
- Will assist with monthly, quarterly, and annual grant reporting as it relates to the RAVE grant and RAVE activities.

- Attends staff meetings, case reviews and training, and continuing education programs as required. Adheres to policies and procedures and guidelines of the Tribe, including representing the Tribe in a professional manner.
- Will be responsible for holding and monitoring the 24-hour crisis telephone (cell) line for at least one week a month.
- Will be required to prepare written and spoken community and meeting presentations as needed.
- Fosters a success-oriented, accountable environment within the company, developing and maintaining positive relationships with Tribal staff.
- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.

Experience and Education:

- Associate's degree in social sciences or related field preferred.
- Two 2 years of experience in the area of victim service, domestic violence prevention and/or relief services.
- Must obtain the National Victim's Assistance Academy certificate within six (6) months of employment.
- Experience with Microsoft Office Word, Excel, Publisher, and PowerPoint in a clerical support position is preferred.
- Communication, grammatical/composition, and public presentation skills (both written and spoken) preferred

Other Requirements:

- The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must be available to be on call after hours, holidays, evenings and weekends for work as scheduled and/or in the event of emergencies.
- Must have a valid California Driver's License and be insurable under the Tribe's existing automobile insurance policy.
- Must comply with the Bishop Paiute Tribe's organizational policies.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Decision Making* – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- *Interpersonal Skills* – the individual maintains confidentiality, remains open to others' ideas, and exhibits willingness to try new things.
- *Oral communication* – the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills, and conducts meetings.
- *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management* – the individual prioritizes and plans work activities, uses time efficiently, develop realistic action plans and able to work independently or with minimal supervision.
- *Detail Oriented* – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.

- *Adaptability* – the individual adapts to changes in the work environment, manages competing demands, and can deal with frequent change, delays, or unexpected events.
- *Reliability* – the individual is consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.
- *Organized* – the individual keeps clean and organized workspace and projects.
- *Motivated* – the individual inspires self and others about them to get the job done and follow through on tasks.
- *Excellent Written and Verbal Skills* – individual will prepare and present reports and other documents in a timely and professional manner.
- *Safety Oriented* - Observes surroundings to maintain a safe work environment for community members and co-workers.

Physical Demands/ Work Environment:

While performing the duties of this job, the employee regularly is required to stand, walk and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. The employee occasionally is required to climb or balance; stoop, kneel, crouch or crawl. The employee may occasionally be required to lift and/or carry up to 50 lbs. Work is generally performed in an office setting and occasionally in an outdoor environment. Tight time constraints and multiple demands are common. Travel is required for training, meetings, conferences, presentations, and other events.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes the employee’s understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____

