



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
11404 Moorage Way  
La Conner, WA 98257  
Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy ?	
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

**JOB TITLE:** Community Service Advocate (Day shift)

**DEPARTMENT:** Swinomish Domestic Violence Program

**POSITION SUMMARY:**

**Under the direction of Domestic Violence Program Manager.**

A Community Service Advocate provides services to victims of abuse and performs the day-to-day activities necessary to ensure that the shelter is safe and up to code. Other responsibilities: provide legal, medical, social services advocacy, and support to clients.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Accountable for maintenance and care of domestic violence shelter
- Assist with acquiring, maintaining, and managing food, clothes, and other donated supplies.
- Provide client transportation as requested by supervisor
- Provides direct advocacy support services to Domestic Violence and Sexual Assault clients
- Assist with all DV and SA activities as requested
- Assist with researching and obtaining community resources.
- Provide legal advocacy support to clients that includes helping with protection orders, parenting plans, attending court with client.
- Maintain records/Files, documentation as requested
- Provide community education as requested
- Work effectively with other department directors and staff to achieve tribal goals
- Attend various and conferences representing the Tribe.
- Because of the Tribes commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such Duties may or may not be related to their regular responsibilities.

**MINIMUM QUALIFICATIONS**

- Must be able to lift 30 pounds on a regular basis and fulfill general housekeeping duties.

- Certification required: a minimum of 42 hours of domestic violence and sexual assault training provided by SDV & SAS.
- Must have sensitivity to domestic violence and sexual assault issues.
- Must believe in an anti-oppression model and be committed to ending violence against women and all other forms of violence in our community through advocacy and action for social change
- Must follow agency policies and procedures.
- Must have a professional attitude.
- Must maintain strict confidentiality.
- Must have a dependable vehicle, a current and valid WA state driver's license and proof of insurance.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Experience of a minimum of two years working in **the** Domestic Violence and Sexual Assault field.
- Ability to work well with women children from diverse backgrounds.
- Ability to work independently as well as have the ability and willingness to take and follow directions
- Good organizational skills and proficiency at following through with assigned duties
- Excellent oral and written communication skills.
- Requisite experience of office equipment and computers.
- Experience in established effective working relationships with diverse groups and individuals.

**WORK ENVIRONMENT AND TIME COMMITMENT**

1. Work schedule is 40 hours per week. This is a full-time position.
2. Tasks are performed mostly indoors in both a clinical setting and an office environment.
3. Considerable time may be spent at a computer workstation in the performance of administrative tasks.
4. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing, or walking.

**EMPLOYMENT CONDITIONS**

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of \_\_\_\_\_ is considered to be an exempt "standard hour" position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_