



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources

11373 Moorage Way

La Conner, WA 98257

Phone (360)466-7347 | 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 ?	

JOB DESCRIPTION

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

JOB TITLE: Children Victim / Witness Advocate – Systems Based

DEPARTMENT: Social Services

SUPERVISED BY: Police Chief / Lieutenant

POSITION SUMMARY

Under the supervision of the Chief/Lieutenants of the Swinomish police department, provide follow-up on all domestic violence cases that involve children and non-offending family and or guardians: contact and provide services to children crime victims and witnesses: facilitate volunteer training: and assist with the administration of grants utilized by the police department. This is a systems-based position, focused upon making certain that children victims/ witnesses are afforded all due cares, support, and inclusion possible from the resources available to the police department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- review and assess crime reports as reported to the police by children crime victims, witness, etc .
- contact children victims of crime; provide information regarding legal process, resources (i.e. shelter care, treatment and education programs, legal assistance, financial aid), and investigation process.
- keep statistical records of children victims contact and or non-offending family members.
- assist clients in filling out and filling protective orders: attend protective order hearings and other court hearing proceedings with client.
- provide emotional support and crisis interventions for children victims or crime.
- when necessary, safety transport children’s victims and non-offending family members and / or witnesses in a motor vehicle to facilitate their obtaining services or attending court hearings and processes.
- obtain restitution information from children’s victims and provide alternate means for children victim to be compensated for damages incurred as a result of criminal behavior.

- provide liaison and coordination between the Swinomish Police Department and prosecution agencies such as the Swinomish prosecuting Attorney's office; the Skagit County Prosecuting Attorney's office; the Washington state Attorney General's office; the Offices of the Federal Prosecuting Attorneys for victim's services, mental health resources, rape crisis centers and case follow-up.
- coordinate and network with other victim's advocacy programs that relate to children.
- must be able to help with forensic child interviewing for ongoing investigations for the police department.
- must be able to work alongside with the active detective working children cases.
- other duties as assigned

MINIMUM QUALIFICATIONS

- Ability to drug and alcohol screening.
- Must possess a valid driver's license.
- Familiarity with tribal law enforcement.
- One-year experience with victim/ witness advocate work.
- College level work in human services and Advocate or a closely related field that deal with children.
- Experience working with federal, state and/or local grants.
- The ability to successfully pass a criminal background check, which may include a polygraph.
- Graduate of accredited high school or GED equivalent

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Work schedule is 40 hours per work. This is a full-time, grants-funded position. Although work will be performed primarily in an officer provided in a tribal facility with standard office furnishings and equipment: considerable time may be spent meeting with children victims and witnesses out in the community or in other locations such as courts, hospitals, private residences, etc. travel out of town and out of state, including overnight travel, is occasionally required. While performing the duties of this job, and employee is frequently required to sit, walk, talk and hear: to use hands to fingers, handle. Feel or operate objects, tools, or controls: and reach with hands and arms. This work also requires the safe operation of a motor vehicle. In this work an employee must occasionally lift and/ or move up to 50 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.

EMPLOYMENT CONDITIONS:

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Children Victim / Witness Advocate- Systems Based is considered to be an Exempt "standard Hours" 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 a criminal background check.

Employee: _____

Supervisor: _____

