



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?	X
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders?	X

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

JOB TITLE: Victim Advocate, 1 FTE

DEPARTMENT: Social Services

SUPERVISOR: Domestic Violence Program Manager, or designee

POSITION SUMMARY: The Victim Advocate is community-based position that acts as the point of first contact for crime victims. Once that contact is made, the Advocate immediately secures the safety of the victims and then connects them with needed case management, victim advocacy, and direct services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Community Victim Advocate

- Provides front line services, including conducting intakes, making victims safe and seeing to their immediate needs.
- Connects victims with the Crime Domestic Violence Program Manager for the development of individualized service and safety plans.
- Provides *Victim Advocacy Services* in accordance with the individualized services plans, including advocacy, information, and referral to help victim and victim families to obtain needed wrap around services
- Consistent with the case management plan, provides *Direct Assistance* to ensure the safety of and proper support to victims and victims’ families.
- Coordinates with Police Department Victim Advocates and provides *Legal Advocacy Support* to victims and non-offending family members caught up in the tribal justice system in a manner that minimizes the trauma associated with the investigative, prosecutorial, and judicial processes.

Revised 20190930
Approved by Personnel 20190930

- Maintains the shelter facility and coordinates any necessary repairs with the Tribe's Facilities Maintenance.
- Assists with outreach and education to raise awareness in the community about domestic violence, sexual assault, human trafficking, and other crime and their impacts on children, youth, older adults, individuals with disabilities, and female and male victims.
- Participates in annual crime victim program planning and development efforts.
- Assists as needed in either the main office or shelter.

MINIMUM QUALIFICATIONS

1. Associates Degree required.
2. Work Experience of one year in domestic violence field or related field to social and health services.
3. 40-hour core training on domestic violence and sexual assault completed or ability to complete training within first six months upon hire.
4. Must be familiar with victim shelter and safety requirements.
5. Must maintain strict confidentiality.
6. Must meet screening requirements, including a criminal background check and state child abuse registry clearance.
7. Must have a dependable vehicle, a current and valid WA state driver's license and proof of insurance.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Demonstrated track record in advocacy with ability to navigate multiple systems to ensure seamless services.
2. Ability to work with diverse cultures and desire to empower victims and victim families.
3. Excellent organizational and communication skills.
4. Excellent client service skills.

WORK ENVIRONMENT AND TIME COMMITMENT

- This is a full-time position with a 40 hours per week work schedule, but may require some evening and weekend hours.

- Time will be spent primarily serving clients whenever needed at various locations such as at the shelter, community events, senior center or court. Some of the work may involve highly stressful conditions.

EMPLOYMENT CONDITIONS

The *Personnel Policies and Procedures of the Swinomish Indian Tribal Community* apply to all employees. The position of *Victim Advocate* 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. Because the position involves regular contact with or control over children or elders, applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Last Updated Job Description
 June 27, 2024
 PayScale _____ Last Updated
 Personnel Committee Approval
 Chair Initials _____

*Revised 20190930
 Approved by Personnel 20190930*