



JOB DESCRIPTION
Bishop Tribal Council
Bishop, California

Position: Victim Advocate
Department: Relief After Violent Encounters (RAVE) Program
Supervised by: Program Coordinator
Pay Range: T-6 \$16.48/Hr- \$23.07/Hr (\$34,278.40-\$47,985.60 Annually) DOQ
FLSA: Exempt, Salaried, Full Time

General Duties: Under the direct supervision of the Program Coordinator, assists in providing direct service assistance to community members in the designated service area who are victims of domestic violence, dating violence, sexual assault and stalking.

Duties and Responsibilities:

- 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 moved 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 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.

- Attends staff meetings, case reviews and trainings, and continuing education programs as required.
- Adheres to policies and procedures and guidelines of the Tribe, including representing the Tribe in a professional manner.
- Other duties as assigned.

Supervisory Responsibilities: None.

Competencies:

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

- Analytical—the individual synthesizes complex or diverse information as well as understand and enforce accounting control procedures.
- Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts productive meetings.
- Written communication—the individual reports in written form must be clear and concise and done by using computer programs. Many Reports will need to be submitted in spread sheet form.
- Quality management—the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Judgment—the individual displays willingness to make decisions, exhibits sound and accurate judgment, and makes timely decisions.
- Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Safety and security—the individual observes safety and security procedures and uses equipment and materials properly

Experience and Education:

- AA in Social Sciences or related field required (BA preferred).
- 2-4 years experience in the area of domestic violence prevention and/or relief services desired. (A combination of experience and education may be acceptable).

Other Requirements:

- Ability to work with and commitment to Native American community, with a keen sensitivity to Indian traditions, customs and socio-economic needs.
- Must obtain the National Victim's Assistance Academy certificate at the earliest possibility.
- Must be personable and polite with ability to use discretion, initiative and good judgment in dealing with tribal members and general public in the performance of duties.
- Ability to work with and commitment to Native American community, with keen sensitivity to Indian Traditions, customs, socio-economic needs.
- Excellent typing/word processing, communication, grammatical/composition, and public presentation skills.
- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy.

Indian Preference:

Native American Indian preference shall apply pursuant to the prevailing Bishop Tribal Employment Rights Ordinance and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.