JOB ANNOUNCEMENT

POSITION TITLE: Assistant Victim Advocate
SALARY RANGE: $10-$12, DOE

DEPARTMENT: Family Services
POSITION STATUS: Full-Time

PERIOD TO APPLY: 2/28/22 – 3/18/22
FLSA STATUS: Non-Exempt

SUPERVISOR: Family Services Director
Job Posting ID: 022228

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

COVID 19 Vaccination Required-Reasonable accommodation considered

Basic Purpose:
Incumbent will assist the Victim Advocate with crisis intervention, advocacy, and nonjudgmental support, transportation, medical and legal advocacy to victims/survivors of domestic violence and related crimes and their families; assist to provide proper referrals and information and assist to provide follow-up with victims/survivors within 24 to 48 hours.

Essential Functions:
- Assist in reviewing and assessing domestic violence reports as reported to law enforcement and OVW program.
- Provides information and resources (i.e. shelter care, treatment and education programs, legal assistance, financial aid), and investigation process to victims of domestic violence, etc.
- Assist clients in filling out and filing protective orders; assist in attending protective order hearings and other court proceedings with client.
- Provides emotional support and crisis intervention for victims of domestic violence.
- Assist in obtaining information from victims and provide alternate means for the victim to be compensated for damages incurred as a result of criminal behavior.
- Assist to provide advocacy between law enforcement and prosecuting agencies such as Tribal Courts and social services; US Attorney Federal Prosecutors office; the Bernalillo County District; Attorney's office, the New Mexico Attorney General's office for victim services, mental health professions, rape crisis centers and case follow-up.
• Assist to provide prevention and awareness education to tribal community in areas of domestic violence, family violence, teen dating violence, sexual assault, and stalking.
• Assist with crisis situations, Be on call 24/7.
• Assist to identify and secure appropriate services such as shelter placement, medical care, counseling, and individualized resources.
• Assist to provide emergency transportation to shelters, safe homes, medical facilities.
• Assist with making appropriate referrals to tribal programs, local and state agencies.
• Assist in providing victim support groups.
• Assist in accompany clients to local, state, and federal courts.
• Work with Tribal Courts regarding follow up with clients.
• Interface with various agencies on behalf of victims
• Assist to provide education and training to the administration, tribal programs, law enforcement, EMT’s, etc.
• Maintain accurate records of reports, caseloads, case records, evaluations for outcome measures.
• Enhance professional growth and development through education programs, trainings, meetings, and workshops.
• Establish and maintain effective working relationships with employee and public.
• Other duties as assigned

REQUIRED COMPETENCIES:
• **Integrity / Honesty**
  All Pueblo of Santo Domingo employees must operate in an ethical manner by following all Pueblo of Santo Domingo policies and procedures relating to confidentiality, HIPAA guidelines and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.

• **Teamwork**
  All Pueblo of Santo Domingo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others’ perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.

• **Goal and Task Management**
  Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

• **Decisiveness**
  Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.

• **Vision**
  Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.

• **Oral Communication**
  Incumbents in this position must have the ability to communicate ideas, thoughts and facts verbally. Must be able to speak using correct grammar, appropriate body language, proper tone, and inflection, recognizing non-verbal cues, and respecting the audience to effectively communicate ideas.

• **Interpersonal Skills (Working with Others)**
  Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.

MINIMUM QUALIFICATIONS:
• High School Diploma, and Associates Degree in Human Services and/or any combination of education with recommended two (2) years of experience working with domestic violence victims.
• Experience with Native American clients preferred; must be sensitive to tribal customs and traditions.
• Fluent in Keres language preferred.
• Excellent oral and written communication skills
• Proficient in Microsoft word, excel, power point, and other software packages
• Must be able to satisfactorily pass a background check.
• Valid New Mexico driver’s license

HOW TO APPLY
Please submit complete application packet. No phone calls please.
• By email: SDTHumanResources@kewa-nsn.us
  o Subject line: Assistant Victim Advocate Application – [Your Name]
• By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
• By fax: (505) 715-4416 Attn: Human Resources
• Online: https://santodomingopueblo.isolvedhire.com/internaljobs/
• In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:
• Santo Domingo Pueblo Employment Application
• Cover Letter
• Resume