



ADVOCATE

COWLITZ INDIAN TRIBE

DEPARTMENT OF HUMAN RESOURCES

JOB ANNOUNCEMENT

POSITION DESCRIPTION

Title: Advocate

Schedule: Monday through Friday

Location: Longview/Vancouver

Opening Date: February 27, 2017

Classification: Full-time

Salary Range: \$18.00 to \$20.00 DOE

Closing Date: Open until filled

Position Summary: Provide victim/survivor services to include legal advocacy, culturally sensitive advocacy, secondary victim advocacy, medical advocacy and general advocacy.

Essential Functions:

- Provide victim/survivor services to include legal advocacy, culturally sensitive advocacy, secondary victim advocacy, medical advocacy and general advocacy at multiple Tribal sites as well as off-site if requested
- Provide crisis intervention services as needed to victims of violence
- Facilitate support groups
- Attend educational activities hosted by the program for the community
- Responsible for crisis line shifts as scheduled by the program manager
- Conduct surveys of client satisfaction and needs assessment annually
- Provide trainings as requested on culturally appropriate services, domestic violence, sexual assault, dating violence, trafficking, Elder abuse, and stalking
- Identify and provide transitional housing services
- Maintain client expenditures
- Record data in appropriate data bases
- Assist program manager in determining service needs for clients
- Obtain 30 hours of ongoing training annually
- General office duties
- Have knowledge of CPS, ICW, family court systems, and legal advocacy
- Provide written content for PTH newsletter and social media
- Facilitate groups as needed on various client driven topics
- Provides professional support to other Tribal or HHS entities around violence and victimization

- Other duties as assigned by Program Manager

Job Qualifications

- Minimum 2 years victim/survivor work experience
- High school education or equivalent
- Knowledge of Tribal and community resources for victim/survivors
- Willing to obtain required training
- Demonstrates knowledge of the root cause of violence
- Communicates well verbally & written
- Practices analytical decision making
- Exercises good judgment & problem solving techniques
- No criminal convictions involving domestic violence, dating violence, sexual assault or stalking
- Must submit to and pass a criminal background check and drug test

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

Please mail resume and cover letter to:

Nancy Osborne, HR Director
Cowlitz Indian Tribe
1055 9th Ave.
Longview, WA 98632