



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Victim Advocate

SALARY RANGE: \$12.00-\$15.00

DEPARTMENT: Social Services

POSITION STATUS: Full time Temporary (ends September 2019) Non-exempt

SUPERVISOR: Doris Bailon

JOB POSTING ID: SOC-0005

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity

BASIC PURPOSE:

Incumbent provides crisis intervention, advocacy, and nonjudgmental support, medical and legal advocacy to victims/survivors of domestic violence and related crimes and their family/friends; provide proper referrals and information and provide follow-up with victims/survivors within 24 to 48 hours.

ESSENTIAL FUNCTIONS:

- Reviews and assesses domestic violence reports as reported to law enforcement by crime victims, witnesses, etc.
- Contacts victims of domestic violence. Provides information regarding legal process, resources (i.e. shelter care, treatment and education programs, legal assistance, financial aid), and investigation process.
- Keeps statistical records of victim contacts.
- Assists clients in filling out and filing protective orders; attend protective order hearings and other court proceedings with client.
- Provides emotional support and crisis intervention for victims of domestic violence.
- Obtain restitution information from victims and provide alternate means for the victim to be compensated for damages incurred as a result of criminal behavior.
- 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.
- Attend Court as an advocate for Pueblo of Santo Domingo victims and families.
- Provide prevention and awareness programs to tribal community in areas of domestic violence.
- Develop working relationships with referral sources.
- Other duties as assigned.
- Be on call 24/7 for crisis situations.
- Identify and secure appropriate services such as women's shelter, medical care, counseling, transportation and individualized resources.
- If needed provide emergency transportation to shelters or safe homes.
- Provide appropriate referrals to tribal programs, local and state agencies.

- Provide victim support groups.
- If requested accompany clients to Tribal Courts.
- Work with Tribal Courts regarding follow up with clients.
- Interface with various agencies on behalf of victims
- Provide education and training to the community, administration, tribal programs, law enforcement, EMT's, etc.
- Maintain accurate records of trainings, caseloads, case records, evaluations for outcome measures.
- Submit Monthly program reports to Program Director.
- Enhance professional growth and development through education programs, trainings, meetings, and workshops.
- Establish and maintain effective working relationships with employee and general 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, federal 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.
- **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 or GED and recommended two (2) years of experience working with domestic violence victims.
- Previous 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 to focus the efforts on client's well-being and to meet the Pueblo of Santo Domingo goals and objectives.
- Must be able to satisfactorily pass a background check.
- Valid New Mexico driver's license with ability to meet Pueblo of Santo Domingo liability insurance requirements and maintain eligibility for insurance.

HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us, subject line: **Victim Advocate application – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 Attn: Human Resources
- 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 Tribe Employment Application
- Cover Letter
- Resume