



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

- JOB TITLE:** Victims Advocate
- DEPARTMENT:** Administrative & Office Staff
- LOCATION:** Family Services Building – Tribal Complex
- REPORTS TO:** Social Services Director

JOB SUMMARY:

Victims Advocate will be responsible for the completion of activities associated with Victims of Crime Act (VOCA) grant's objectives and deliverables. Will work closely with local agencies in order to obtain resources and referral information for victims of crime. This position may work outside of the normal work week.

CORE DUTIES AND RESPONSIBILITIES:

1. Must be able to work flexible hours and willing to work after 5:00 PM and on weekends when necessary.
2. Develops a coordinated tribal and community response to domestic violence, sexual assault, and stalking.
3. Provides accompaniment and advocacy through medical, law enforcement, court and social systems, including medical facilities, police reporting, and court proceedings.
4. Provides crisis intervention, short-term individual support services, comprehensive service coordination, and supervision to assist victims and non-offending family or household members.
5. Provides information and referrals to assist the victim and non-offending family or household members.
6. Provides community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities. Develops and distributes materials on issues related to the program services.

7. Works closely with all related tribal programs, community service, medical, law enforcement, and legal agencies in order to establish and maintain a resource pool.
8. Keeps accurate records of client criteria, such as victim's statistics, services rendered, and financial assisting for grant reporting purposes.
9. Coordinates volunteers to assist with program activities.
10. Serves as the Tribe's Representative and attends meetings and trainings deemed necessary, and acts as a liaison between the clients and all pertinent medical, legal, and other agencies.
11. Works closely with the Coordinated Community Response Team (CCRT) members for training and serving the local communities.
12. Performs other duties related to position as necessary or assigned.

EDUCATION AND EXPERIENCE:

1. Possess a High School Diploma or GED.
2. Possess a Bachelor's Degree, or be working towards a degree, in Social Work or related field from an accredited College or University.
3. Must have at least two (2) years of work experience in the family violence prevention or victim's advocacy capacity.
4. Knowledgeable of court procedures, legal terminology, case management, and have some knowledge of laws pertaining to protective orders, domestic violence, sexual assault, and stalking.
5. Must have communication skills, both oral and written, to interact with staff, officials, funding agencies, and other individuals regarding grant/contract, program, and personnel matters.
6. Be computer literate and able to operate software for letter processing and spreadsheets.
7. Proven ability to work well with Indian families and children, and must have positive human interaction skills.
8. Must have the ability to organize and maintain clear and concise records.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting from floor, and bending. Frequent near vision use for reading and computer use. Frequent stressful conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic equipment, etc. Physical demand requirements are at levels of those for sedentary work.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver’s License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding program and personnel matters. Indian preference applies. This position may work outside of the normal work week.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

_____	_____
EMPLOYEE	DATE
_____	_____
DEPARTMENT SUPERVISOR	DATE
_____	_____
TRIBAL ADMINISTRATOR	DATE
_____	_____
HUMAN RESOURCES DEPARTMENT	DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.