



DUCKWATER SHOSHONE TRIBE

511 Duckwater Falls Road, P.O. Box 140068

Duckwater, Nevada 89314

(775) 863-0227 Phone

(775) 863-0301 Fax

JOB ANNOUNCEMENT

POSITION: Victims Advocate

OPENING DATE: April 25, 2022

CLOSING DATE: Open Until Filled

LOCATION: Duckwater Shoshone Reservation

SALARY: \$25.00 per hour and/or DOE (Grant is a state funded program and expires on 09/30 of each year – employee will submit grant for continuous funding.)

DEFINITION:

Under the direct supervision of the Health Manager and/or Social Services Program. The Victims Advocate will be responsible for the development of this new position for the tribe, and will start advocating and developing agreements for the victims who reside in the Duckwater Shoshone Indian reservation. This position may also provide a wide realm of all victim activities, services and programs.

DUTIES:

Will plan, establish, coordinate and implement a Victims Advocate Program, including office set up and the ordering of supplies and equipment.

Will coordinate activities as needed in the realm of Victims assistance.

Must research and provide information to the entire community on various programs and services this program may offer.

Must develop agreements with local business (Ely and/or Eureka) in the event emergency transport and lodging is necessary.

Must set up informational tables at various events, and plan and prepare for these events.

Must purchase gift cards including various GROCERIES, GAS and VISA gift cards for emergency purposes. Will develop protocol standards to ensure proper accountability of the GAS, GROCERY and VISA gift cards.

Must plan and coordinate monthly educational presentations to the community, either in-person, through handouts and drive through events and document number of people served.

Must develop a social media site to communicate with potential victims in a safe manner.

Must provide monthly reports.

Plan Annual Domestic Violence Month activities for the community with raffle drawings, various topics and education regarding domestic violence and provide promotional items on 1/800 numbers to call when in need and local numbers.

Must work with various resource agencies at the local, state and federal levels.

Must be willing to travel to further education and knowledge for the Program in Duckwater.

KNOWLEDGE AND SKILLS:

Must have knowledge of Domestic Violence and victim services.

Must be willing to train and receive CPR/AED certification and/or BASIC LIFE SUPPORT certification when offered.

Must be able to assist and make decisions in a timely manner. Must be computer literate.

Must be able to handle any/all crisis. Must be willing to travel at all hours in the event of an emergency to transport clients any time day and night.

Must be creative and self-motivated. Be a team player.

QUALIFICATIONS:

High School Diploma or Equivalent (GED) and/or a minimum of two (2) year's experience in the domestic violence field.

Experience in working with victims preferred, but not required.

Nevada Driver's License and be insurable under the Duckwater Shoshone Tribe's Insurance Policy.

Must be able to pass a drug and alcohol test prior to employment and agrees to on-going un-announced drug/alcohol testing once employed.

INDIAN PREFERENCE:

Preference will be given to all qualified Duckwater Shoshone Tribal members first, all other Indian second and non-Indians' third in accordance with federal regulations.

APPLICATION:

Interested individuals can pick up employment applications at the Duckwater Shoshone Tribal Administration Office or by calling (775) 863-0227.