



Sauk-Suiattle Indian Tribe  
5318 Chief Brown Lane  
Darrington, Washington 98241-9420

(360) 436-0131  
Fax (360) 436-1511

**Sauk-Suiattle Tribe  
Community Protection Advocate /Tribal Victim of Crime Advocate  
Revised Job Description**

Job Title: Community Protection Advocate  
Department: Health & Social Services  
Reports to: Director of Behavioral Health (Revised)  
Status: Hourly Non-Exempt  
Salary Range: \$23.69/hour (Grant Funded)  
Prepared by: Joni V. Soriano, Director of Planning and Development  
Approved by: Ronda Metcalf, GM  
Approved Date: Revised January 20, 2017

**Job Summary:**

The Community Protection Advocate is a Tribal Victim Advocate. This position is responsible to assist victims of crime and surviving families in any cases by serving as a resource for immediate crisis intervention, referrals, and follow-up support. This position reports directly to the Victim of Crime Program Manager and works directly with the Health and Social Services, Behavioral and the Tribal Police Departments of the Sauk-Suiattle Indian Tribe. As well as the Deputies and Investigator's; and as well as other law enforcement agencies on the Sauk-Suiattle Indian Reservation, Tribal lands jurisdictions, and Snohomish and Skagit Counties law Enforcement Agencies. Currently, this position is **Part-Time with possibility to move to full time in near future** to ensure the needs of victims are met. Under the direction and supervision of the Victim of Crime Program Manager, the OCVA Community Protection Advocate performs a wide variety of duties involved in providing support and advocacy for the rights and protection of victims of crimes. This position will provide Public awareness and educational presentations (including, but not limited to, the development of presentation materials, brochures, newspaper notices, and public service announcements) in Tribal and local schools, community centers, and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance. 28 CFR 94.119(j). Please refer to the Appendices A Service Definitions for more accurate activities attached in this job description.

**Essential Duties:**

- Provide advocacy services and immediate crisis intervention to tribal victims either, through personal or telephone contact;
- Ensure victims are aware of their rights as provided by the Constitution of the Sauk-Suiattle Indian Tribe and the State of Washington Office of Crime Victim;

- Provides information regarding the investigative and criminal justice processes;
- Responsible for informing and assisting victims with obtaining financial remedies for expenses related to the crime through victim compensation and/or community resources;
- Serve as an informed source of support to the victim during the immediate crisis;
- Assess victim needs and provide information and referrals for follow-up services;
- Act as a liaison between victims and the criminal justice system;
- Keeps accurate statistical records of victim contacts;
- Responsible for maintaining victim brochures and accurate community resources;
- Ability to apply logic in a multi-tasking environment. Comprehends and processes new information quickly and accurately;
- Ability to establish and maintain working relationship with co-workers supervisors, law enforcement personnel and the public;
- Attend monthly support and training meetings;
- 

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **Qualifications:**

- Minimum of a Bachelor's degree in criminal justice, social science or related field is preferred or education may be substituted for experience on a year –to-year basis or at least two (2) years of actual Victims Advocate Work; and or three (3) years of volunteer experience in a victim assistance program OR satisfactory equivalent combination of experience and training;
- Must possess a valid Washington driver's license and have a good driving record;
- Must have reliable transportation with motor vehicle insurance;
- Must be able to work on-call schedule which may include nights, weekends and Holidays;
- Must have good knowledge of the (Sauk-Suiattle Indian Tribe may be gained upon employment) and Washington State constitutional amendment giving victim's rights;

Interested candidates should possess sensitivity and good communication skills in working with crime victims. Candidates should have the ability to work well with members of the community, specifically law enforcement officers and community organizations. Candidates are required to successfully complete an initial 40-hour training session about the Sauk-Suiattle Indian Tribe Tribal Rights.

### **NATIVE AMERICAN PREFERENC APPLIES**

The selection process includes a background investigation, computerized voice stress analysis test and integrity interview. Candidates must successfully pass all parts of the selection process to be considered for the program. Interested parties can obtain application packets at the Sauk-Suiattle Indian Tribe's Human Resources Department at 5318 Chief Brown Lane Darrington, Washington 98241-8420 or Call Robert Morlock, HR Director at (360) 436-0131 or go to [www.sauk-suiattle.com](http://www.sauk-suiattle.com) for further information and application. OR

For more information and job application go to [www.sauk-suiattle.com](http://www.sauk-suiattle.com), or contact the Human Resources at 360-436-2833. Fax applications to 360-436-1511, Monday through Friday from 8:30am to 4:30pm, mail to Sauk-Suiattle Indian Tribe, 5318 Chief Brown Lane, Darrington, WA. 98241