

Sauk-Suiattle Tribe

Service Advocate Job Description

Job Title: Service Advocate (for Sexual Assault and Crime Victims)
Department: Health & Social Services
Reports to: Cindy Harris, Director
Status: Hourly Non-Exempt
Prepared by: Harriet Yurchak, Behavioral Health Director
Approved by: Ronda Metcalf, GM
Approved Date: July 13, 2018

Summary:

Under direction and supervision of the Behavioral Health Director, the Service Advocate performs a wide variety of duties involved in the provision of advocacy and support services for the rights and protection:

- a) For victims of sexual assault, such as stalking, domestic violence, sexual abuse and assault and dating violence, and
- b) For victims of crime, such as assault, robbery, child abuse, vehicular assault, vehicular and other homicides, and property crime in Washington State.

Services include:

Respond with culturally and linguistically appropriate, responsive care to the emotional and physical needs of sexual assault and crime victims.

Assist primary and secondary victims of sexual assault and crime to stabilize their lives after a victimization.

Assist victims of sexual assault and crime to understand and participate in the criminal justice system.

Provide victims of sexual assault and crime with a measure of immediate safety and security.

The Service Advocate will work together with other community resources to fulfill victim needs which may include shelter, counseling, referrals, food, property return, general advocacy and support.

The Service Advocate is responsible for assisting with the daily operations of the advocacy service and insuring that all data and client documentation is appropriately maintained.

Training

The Service Advocate will be required to attend ongoing training for current practices and procedures in working with sexual assault and crime (primary and secondary) victims.

Qualifications

- Ability to communicate effectively in both written and verbal forms.
- Ability to maintain accurate and complete files and data collection documentations.

- Ability to work independently with limited supervision.
- A valid driver's license and must be eligible to be covered under the Tribal insurance program.

Education and/or Experience

High School Diploma

Minimum of 5 years in Advocacy field or the equivalent

Knowledge, Skill, and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Licenses and Registrations

A valid Washington State Driver's License is required.

CPR/Blood Borne Pathogens Certificate is required.

Physical Demands/Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Culturally Sensitive

All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe (SSIT).

Drug Free Workplace

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

Background Check

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

This job description does not constitute an employment agreement between SSIT and the employee. It is subject to change by SSIT as the needs of the Tribe and the requirements of the job change.

NATIVE AMERICAN PREFERENCE APPLIES

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