



**Job Title: VICTIM ADVOCATE**

**Department /Office:** Hopi Domestic Violence Program  
**Reports to Whom (title):** Program Coordinator  
**Salary / Hourly Range:** 30  
**Job Classification Code:** 9410  
**Level of Background Check:** 1B  
**FLSA Status:** NON Exempt; Full-time  
**Driving Required:** Yes, As Required

**JOB DESCRIPTION:**

The work involves duties requiring related processes and methods. Decisions are based upon the assessment of information received from client interviews, interpretation of considerable data and selection of appropriate casework methods and techniques.

**SCOPE:**

This position is responsible for performing and providing outreach, intake and referral services to victims and their children for domestic violence, sexual assault, and stalking. All work will be performed in support of the Hopi Family Advocacy Initiative.

**KEY DUTIES AND RESPONSIBILITIES:**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Provides outreach, guidance, and education to victims of domestic violence, sexual assault and stalking.
2. Maintains client case files, which may include client contact logs, services provided, etc.; and develops forms for use and modifies as necessary.
3. Coordinates and facilitates support group meetings for women of domestic violence, sexual assault and stalking; responds to domestic violence calls and provides transportation to obtain services, i.e., housing, food, medical, counseling, etc., as necessary; and provides information/education to volunteers to implement Court Watch Programs.
4. Attends meetings, conferences, workshops, etc.; keeps abreast of new/changes in laws, regulations, ordinances pertaining to domestic violence, sexual assault and stalking.
5. Adheres to the Hopi Domestic Violence Programs' confidentiality policy and advocacy procedures in maintaining the security of information pertinent to the woman and children that are served.
6. Establishes and maintains an effective working relationship with representatives of the Hopi Tribal Court, Office of the Prosecutor, local/federal, county and state law enforcement agencies in case matters.
7. Performs other related duties as assigned or authorized in order to achieve office/Tribal goals and objectives

**PERSONAL CONTACTS:**

Contacts are with victims of family violence and sexual assault, the general public, Hopi Law Enforcement and Hopi Tribal Court personnel, Indian Health Service, Hopi villages, shelter care personnel and tribal services. The purpose of these contacts is to coordinate services and to exchange factual, procedural and policy information.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:**

The work is performed in a standard office, health care facility, and law enforcement and community environments and in a home setting. The incumbent will be exposed to stressful, emotional and hostile situations requiring the incumbent to take precautionary measures. Work may extend beyond the normal eight (8) hour daily schedule. Moderate travel on and off the reservation is required.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience:

A. Education: Two (2) years post high school with emphasis in Human Behavioral Sciences or related field;

AND

B. Experience: One (1) year work experience with victim services, in an advocacy capacity or related social service management service field;

OR

A. Any equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of the culture, traditions, and socio-economic environment of the Hopi Reservation
- Knowledge of the legal and social systems impinging upon victims of domestic abuse/sexual assault
- Knowledge of domestic violence issues, resources and other agencies available for referral services
- Knowledge of Hopi Family Relations Ordinance and Hopi Tribal Court System
- Knowledge of administration and automated data base systems

B. Skills:

- Skill in verbal and written communication skills to prepare correspondence, case files, reports and conduct presentations
- Skill in interviewing skills
- Skill in critical thinking, problem solving, strategic planning and advocacy skills
- Skill in operating basic office equipment/machines, computers and applicable software

C. Abilities:

- Ability to maintain strict confidentiality of client records and information in compliance with quality assurance and professional standards
- Ability to implement and accomplish work in accordance with established goals, objectives, priorities and timelines
- Ability to establish and maintain a professional working relationship with children, parents, staff and others.

**NECESSARY SPECIAL REQUIREMENTS:**

1. Must complete & pass the pre-employment screening in accordance with Hopi Tribal Policy. All offers of employment is contingent upon successful completion of all reference checks, education verification (including credentials, licenses and degrees), and background investigation and other pre-employment screening requirement.
2. Must possess an Arizona Driver's License.
3. No felony convictions/charges during the past 2 years; determined on case-by-case basis.
4. No misdemeanor convictions/charges for the past twelve (12) months.
5. Must undergo a complete background investigation & fingerprinting required by the Hopi Tribe.

**DESIRED QUALIFICATION:**

1. Speak and understand the Hopi or Tewa language.

REVIEWED BY: Shelley Dandy 8/16/12  
 Department/Office Hiring Authority Date

APPROVED BY: [Signature] 8/16/12  
 Director of Human Resources Date PD Certified