



VICTIM ADVOCATE
HOPI VICTIM SERVICES PROGRAM
DEPARTMENT OF PUBLIC SAFETY & EMERGENCY SERVICES

REPORTS TO: PROGRAM MANAGER
SALARY/HOURLY RANGE: 45
FLSA Status: NON-EXEMPT
VALID DRIVER'S LICENSE REQUIRED

INTRODUCTION

This 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. Under general supervision, performs work of considerable difficulty in managing the more difficult and complex cases in providing services and support assistance to victims and/or witnesses impacted by crimes; exercises initiative and independent judgment in applying laws, regulations and policy; performs related work as assigned.

Contacts are with victims of violent crimes, sexual assault, and the general public, Hopi Law Enforcement, Hopi Tribal Court personnel, Indian Health Services, Hopi villages, shelter care personnel, BIA, Hopi Behavioral Health Services and other service agencies. The purpose of these contacts is to coordinate services and to exchange factual, procedural and policy information. The work is performed in a standard office, health care facility, law enforcement, 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.

ESSENTIAL FUNCTIONS

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

- 1) Initiates contact with victims of violent crimes; advise crime victims of their rights and assist them in navigating through the criminal justice system.
- 2) Provides crisis intervention on scene or by phone to victims of crime and survivors of tragedy.
- 3) Utilize formal and informal networks (Villages, Schools, Community, Tribal Programs, etc.) to outreach and increase the awareness and knowledge of resources for victims of general crimes.
- 4) Assist victims in applying for benefits including reimbursement for lost wages and medical expenses; assist victims with completing and processing forms, including the state Victim Assistance Compensation Fund; determine victim eligibility for benefits.
- 5) Confer with law enforcement officials and Office of the Prosecutor on the status of cases; coordinate interviews between investigating officers and victims; provide support to victims and their families during interviews with law enforcement, attorneys, and other court personnel.
- 6) Maintain outreach records and assist in preparation of monthly program reports, grant reports, and other programmatic documents.
- 7) Maintains liaison with local, state, and federal agencies for the purpose of implementing and interpreting the Tribal Victim Assistance services, functions and program
- 8) Provide ongoing emotional support, encouragement and information to victims as the case moves through the criminal justice system; provide support during court proceedings, as needed; update victims regarding the ongoing status of criminal proceedings.
- 9) Responsible for collecting and reporting tribal victim assistance statistics for reporting to the funding agency.
- 10) Attends meetings, conferences, workshops, etc.; keeps abreast of new/changes in laws, regulations, and ordinances pertaining to victims of crimes.
- 11) Adheres to the Victim Services Programs' confidentiality policy and advocacy procedures in maintaining the security of information pertinent to the victims that are served.
- 12) Performs other related duties assigned or authorized to achieve Tribal/Program goals and objectives.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in Sociology, Counseling, Psychology, Social Science, Criminal Justice or a closely related field;

AND

Experience: Three (3) years of responsible experience as a counselor, advisor or social worker in crisis intervention or closely related responsibilities;

OR

Equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the culture, traditions, and socio-economic environment of the Hopi Reservation
- Knowledge of the legal social systems impinging upon victims of violent crimes
- Knowledge of victim assistance including applicable standards, laws, regulations and codes
- Knowledge of resources and other agencies available for referral services
- Knowledge of safety planning for victims of crime
- 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
- Ability to maintain strict confidentiality of client records and information in compliance with quality assurance and professional standards
- Ability to implement and accomplishment work in accordance with established goals, objectives, priorities and timelines
- Ability to establish and maintain a professional working relationship with victims, families, staff and others
- Ability to work flexible work hours

NECESSARY REQUIREMENTS

- 1) Must possess a valid Arizona driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.

DESIRED REQUIREMENT

Ability to speak and understand the Hopi language to translate from Hopi to English and vice-versa.