



MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

Position Title: Domestic Violence Advocate
Department: Violence Against Women Program
Employment Status: NE **Grade:** NE9
Opening date: December 20, 2022 **Open until fill**

JOB SUMMARY:

The Violence Against Women Program is responsible for providing services and support to survivors of relationship violence, stalking, and sexual assault or abuse and for their children. Advocate is responsible for working with referrals, and assisting clients with transportation to appointments that relate to DV incident. Refer clients to other agencies and resources and advocate directly with other agencies. Ensure the needs of clients are properly addressed. Advocate will be working with the local school districts to schedule awareness workshops and sessions with the students.

RESPONSIBILITIES:

- Provide advocacy services and support to survivors of domestic violence relationships, stalking, and sexual assault or abuse and their children.
- Follow up with domestic violence cases that are referred and are a part of the caseload for VAWA program.
- Ensure client notes are documented and up to date and reflective of services provided. Files subject for review at any time.
- Educate clients about the dynamics of domestic violence and sexual assault and options/resources.
- Work with clients to develop relevant and meaningful case plans. Follow up with clients to support their case plan and accomplishments.
- Participate in staff meetings, conferences, and other meetings as needed or required.
- Facilitate Women support groups and/or other groups as needed.
- Will be on call for emergency DV crisis.
- Must be available for emergency calls.
- Good oral and written communication and computer skills are required.
- Attend court cases where DV is involved.
- Must pass a criminal background check and drug screen.
- Facilitate awareness sessions that relate to Domestic Violence with students and community members.
- Work closely with tribal departments, schools, tribal court, and prosecutor and public defender's office.
- All other duties as assigned.

CORE COMPETENCY REQUIREMENTS:

Employees are people who believe passionately about the value of this work and take personal responsibility for bringing success to this department. The team's spirit is, as its core, made up twelve (12) competencies:

- Dealing with Ambiguity
- Compassion
- Learning On The Fly
- Priority Setting
- Action Oriented
- Building Effective Teams

- Approachability
- Customer Focus
- Integrity and Trust
- Managing Diversity
- Problem Solving
- Listening

MINIMUM QUALIFICATION AND REQUIREMENTS:

- Bachelor's degree in Psychology or Social Work or related field preferred, or equivalent experience
- Experience working with victims or interpersonal violence.
- Experience working with children and their developmental issues, and with families and family dynamic.
- Must have a valid driver's license.
- MAT Tribal Ordinance 06-02 will apply.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of principles, practices and trends in domestic violence.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of case management.
- Knowledge of tribal, state, and federal laws pertaining to domestic violence.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill and ability in preparing reports and correspondence.
- Ability to communicate effectively both verbally and in writing.
- Ability to gather and analyze statistical data and generate reports.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent organization in a professional manner, building respect and confidence in the community.
- Ability to analyze and solve problems.
- Ability to make administrative/procedural decisions and judgments.
- Ability to create, compose, and edit written legal materials.
- Ability to maintain emotional stability to cope with human suffering, emergencies, and other stresses.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to work independently and meet strict time lines.

Physical Demands

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee occasionally is required to stand; and walk. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

Work is generally performed in an office setting with a low noise level. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.