



## MESCALERO APACHE TRIBE Position Description

### JOB ANNOUNCEMENT

**Position Title:** Domestic Violence Advocate  
**Department:** Four Directions Treatment Center/Violence against Women Program  
**Employment Status:** Non-Exempt  
**Supervisor:** DV Manager

**Open Date: February 8, 2019**

**close Date: Open until filled**

### 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 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 students in our school and the two surrounding schools, and scheduling sessions and presentation with school districts.

### DUTIES/RESPONSIBILITIES:

- Provide advocacy services and support to survivors of domestic violence relationships, stalking, and sexual assault or abuse and their children.
- Provide advocacy, support, and coordination of services to children, youth and families who have experienced Intimate Partner Violence, based in developmentally appropriate and trauma-informed practice?
- Coordinate advocacy needs, information and referral services VAWA clients.
- Provide information and education to understand the dynamics of domestic violence
- Provide ongoing advocacy based counseling and safety planning
- Collaborate and network with a broad base of stakeholders, including local schools, Community-based organizations, child welfare agencies, and physical or mental health providers to ensure appropriate services for children and families.
- Provide advocacy-based counseling on 24-Hour Advocacy and Crisis Line, or as instructed. facilitate modules as part of FDTC/VAWA advocacy Trainings, and engage in mentoring
- 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 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 case plan and accomplishments.
- Participate in staff meetings, case 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 test.
- Facilitate sessions that relate to Domestic Violence with students.
- Work closely with tribal departments, schools, tribal court, and prosecutor and public defender's office.
- All other duties as assigned.

**MINIMUM QUALIFICATION:**

- A Bachelor's Degree in human services or related field or equivalent work or volunteer experience and training preferred.
- A minimum of two years' experience working for a Domestic Violence agency or
- Must work well with persons of varied sexual preference, racial, ethnic, cultural, socioeconomic backgrounds, and with individuals who are differently-abled.
- Awareness of relationship violence, child abuse, stalking, and sexual abuse and assault preferred.
- Knowledge of counseling and advocacy techniques for people who have been victims of domestic violence, including crisis intervention and case management skills beneficial.
- Previous employment or volunteer work in human services, community agencies or other related nonprofit or social change organizations a plus.
- Experience working with children and their developmental issues, and with families and family dynamic.

**Knowledge, Skills and Abilities**

- Knowledge of health related issues, me
- Knowledge of applicable federal, state, tribal, county and local laws, regulations, and requirements.
- Knowledge of patient care charts and patient histories.
- Knowledge of the effects and consequences of abuse and neglect.
- Knowledge of case management and crisis intervention.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of working with children and families involved in abuse and neglect situations.
- Ability to observe, assess, and record symptoms, reactions, and progress.
- Ability to maintain accurate client records while protecting confidentiality of client records.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to work independently and meet strict time lines.

**Physical Demands**

While performing the duties of this job, the employee regularly is required to use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand; walk; sit; and reach with hands and arms. The employee occasionally is required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment**

Work is performed indoors with a moderate noise level. Situations where caution must be exercised. Evening, weekend, and/or holiday may be required. Extended hours and irregular shifts may be required.

Mescalero and Tribal Preference shall apply

To Apply:  
Send Resume or fill out application @  
Mescalero Department of Human Resources  
101 Central Ave.  
Mescalero, NM  
Located Across Tribal Maintenance at the Tribal Office.  
Office: (505) 464-92766