



# DELAWARE TRIBE OF INDIANS

## JOB DESCRIPTION

<b>Position:</b>	Domestic Violence Advocate
<b>Department:</b>	Family & Children Services
<b>Employment Status:</b>	Regular
<b>Class:</b>	Full-Time
<b>Location:</b>	Bartlesville, OK / Caney, KS
<b>Immediate Supervisor:</b>	Victim Advocate Coordinator

### **General Description:**

The primary role of the domestic violence advocate is to support and assist victims of domestic violence, sexual assault, stalking, harassment, and teen dating violence in finding safety, leveraging resources, and bettering their lives.

### **Minimum Qualifications:**

Bachelor's Degree in Social Sciences OR 3+ years of experience working in the fields of domestic violence advocacy or crisis intervention. Demonstrated understanding of the dynamics of domestic violence and effective intervention strategies preferred. Skilled in working with sensitive issues and committed to respecting the confidential nature of the work. Ability to work effectively with clients of diverse sexual orientations, races, ethnicities, cultures, religions, and socioeconomic backgrounds. Demonstrated problem-solving approach. Proficient in data collection and reporting. Strong written and oral communication skills.

### **Job Responsibilities:**

Provides crisis intervention and advocacy services utilizing trauma-informed, client-centered practices.

Assists victims in completing the ex parte order of protection paperwork, presenting the protective order petition to the Court, and understanding the legal process.

Assists victims in identifying and obtaining resources for basic needs.

Provides ongoing advocacy, goal-setting assistance, and safety planning.

Answers calls on the 24-hour crisis line during week-long rotating shifts.

Completes accurate data collection on client services and assists in reporting to grantors.

Attends and participates at partner meetings and community engagement events.

Other duties as assigned by the Director or Advocate Coordinator.

**INDIAN PREFERENCE POLICY:**

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Delaware and/or Indian Preference will be observed in hiring.