



# DELAWARE TRIBE OF INDIANS

## JOB DESCRIPTION

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

### **General Description:**

The primary role of the Domestic Violence Victims' Advocate is to support and assist victims of domestic violence, sexual assault, stalking, harassment, teen dating violence, and human trafficking in the community remove client barriers to safety and self-sufficiency. The Domestic Violence Victims' Advocate will develop partnerships with court personnel, shelters, and community agencies to coordinate, collaborate and leverage resources and services to clients. All services will be client-centered and provided with the best interest of the client. The Domestic Violence Victim Advocates will work closely with the Transitional Housing Advocates. Assigned service area will be Chautauqua, Elk, and Montgomery OR Wilson, Neosho, and Labette Counties in Kansas. Company vehicle will be provided for work travel.

### **Minimum Qualifications:**

- A Bachelor's Degree in Social Sciences with a minimum of three years of experience OR 5+ years of experience working in the fields of domestic violence advocacy, crisis intervention, application of victim protective orders, and navigation of court systems.
- Must have a demonstrated problem-solving approach to concerns and challenges.
- Must possess strong written and oral communication skills and must be able to demonstrate good interpersonal skills.
- Knowledge of family violence dynamics, trauma informed advocacy services, environmental stressors, safety planning, risk assessments, local community resources, and federal and state laws pertaining to domestic abuse, Family law and the Victim Rights Bill.

- Knowledge of family systems, cultural and ethnic diversity, client engagement and community resources. Experience in assessment and intervention desired.
- The ideal candidate would be extremely organized, detail-oriented and passionate about helping survivors of domestic violence.
- Position requires occasional in state and out of state travel. Must have dependable transportation. Must possess and provide verification of valid driver's license; and must maintain and provide verification of current automobile insurance. A clear motor vehicle driving record is required to operate tribal GSA vehicles.
- Requires a high level of personal integrity and ethics.
- Abides by the Delaware Tribe of Indians policy on confidentiality and always respects the integrity and confidentiality of the clients.
- Must display proficiency in Microsoft Office programs and overall general computer skills. Excellent and effective written and oral skills are essential, along with strong organizational skills.
- Must be able to work individually or as a team.
- Must be able to pass a criminal background check.

**Job Responsibilities:**

- Supports Domestic Violence Victim clients with admission into the program through intake, in identifying and obtaining resources for basic needs, ongoing client advocacy, goal-setting assistance, crisis advocacy, obtaining victim protection order, assists with navigation of legal process, attends and participates at partner meetings and community engagement events, and safety planning.
- Communicate with community partners and court personnel to create strong service collaborations.
- Answers calls on the 24-hour crisis line during week-long rotating shifts.
- Return telephone and email communications promptly.
- Collaborate with Transitional Housing Advocates to assist their clients in finding safe housing, self-sufficiency, and coordinate follow-up services for program participants.
- Collaborates with Outreach Coordinator to seek out and provide educational outreach activities to inform the community about the dynamics of domestic violence and increase awareness of the services offered at FCS.

- Provide services in a manner that supports best practices, client centered, and trauma informed.
- Maintain professional competency in Domestic Violence Victims' Services through appropriate professional training, attendance at workshops, and conferences in addition to consultation with other professionals in the Domestic Violence Victims' Services field. Attend training activities provided by federal and state program sources.
- Abides by the Delaware Tribe of Indians policy on confidentiality and always respects the integrity and confidentiality of the clients.
- Other duties as assigned by the Director or Advocate Coordinator.

The job description has been approved:

Tribal Operations Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resource Director: \_\_\_\_\_ Date: \_\_\_\_\_

Signature below constitutes employee's understanding of the position requirements, essential function and duties.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_