



HOH INDIAN TRIBE

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Position Description

Job Title	Crime Victim's Program Assistant
Department	Family Services Department
Reports To	Crime Victim's Program Manager
Status	Permanent/Full Time
Salary Range	\$DOQ
Location	Hoh Tribe Reservation

Summary: The Crime Victim's Program Assistant is responsible for performing work related to the Tribal Crime Victim's Program (TCVP). Duties include: serving as an advocate, providing community outreach and education, supervising program volunteers and volunteer clearances, and working closely with the tribal and non-tribal criminal justice systems for document relay and case status updates.

Duties and Responsibilities

- Provide advocacy services and support to victims of all crimes with particular focus given to survivors of relationship violence, stalking, and sexual assault or abuse and their children.
- Provide crisis line, office, and house coverage during the shift. Assess immediate crisis needs of clients and address appropriately. Manage incoming calls and walk-ins and complete necessary documentation.
- Complete and maintain client records that document services provided.
- Educate clients about dynamics of crime prevention. Work with clients to develop and maintain relevant and meaningful case plans. Provide concrete case management and access to in-house and external resources.
- Meet regularly with clients to support case plan accomplishment.
- Refer clients to other agencies and resources and advocate directly with other agencies as needed to help client access necessary services. Maintain service partnerships with referral agencies.
- Participate in staff meetings, case conferences and other meetings as needed.

Skills and Specifications

- Knowledge of Protective Orders and Emergency Orders of Protection.
- Knowledge of social work practices.
- Knowledge of ethical work practices.
- Knowledge of victim's rights and advocacy techniques.
- Knowledge of caseload management principles and practices.

- Skilled in providing crisis intervention;
- Skilled in showing empathy.
- Skilled in developing and facilitating training sessions.
- Skilled in managing a caseload.
- Skilled in preparing a variety of business correspondence and documentation.
- Skilled in reading, interpreting, applying, and explaining laws, rules, regulations, policies, and procedures.
- Skilled in preparing clear and concise reports.
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines.
- Skilled in maintaining sensitive and confidential information.
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals.
- Skilled in operating a computer and related software applications.
- Skilled in communicating effectively with a variety of individuals.
- The ability to establish close liaison with child welfare service and enforcement representation.
- Ability to work flexible hours and weekends.
- Ability to maintain effective working relationships with the community members and staff.
- Ability to adhere to the personnel policies and drug and alcohol policies.
- Prior work with persons of varied racial, ethnic, cultural, socioeconomic backgrounds or disabilities preferred.
- Knowledge of counseling and advocacy techniques for people who have been victims of domestic violence, including crisis intervention and case management skills beneficial.
- Good oral and written communication and computer skills are required.

Education and Qualifications

- A Bachelor's Degree in human services, social work or a related field and two (2) years related work or volunteer experience. Masters in Social Work or related field preferred.
- Previous experience in a diverse cultural community or other social change organizations. Work with persons of varied racial, ethnic, cultural, socioeconomic backgrounds or disabilities and an awareness of relationship violence, child abuse, stalking, and sexual abuse and assault preferred.
- Previous work experience in Indian Country preferred.
- Must pass pre-employment drug test and criminal history check.
- Must have reliable transportation, a current driver's license, and liability insurance.
- Valid CPR/First Aid card.

WORKING CONDITIONS:

Position requires frequent sitting, standing, walking, talking, seeing, hearing, and fingering. Work is typically performed in a standard office environment with exposure to criminal suspects and prison inmates. Operates general office equipment including computer, MS Office Suite and Report Management System software, phones, copy machine, etc. Ability to be on call back status after regular business hours (in order to respond to request from Patrol Officers for the purposes of crisis intervention or victim counseling). Work under stressful circumstances and use of good judgment in assessing victim's needs.

This position is covered by the provisions of the Crime Control Act of 1990, Subchapter V - Child Care Worker Employee Background Checks (42 U.S.C. 13041) and the Indian Child Protection and Family Violence Prevention Act of 1990 (25 U.S.C. 3201-3210). As such, each applicant will be required, as a pre-condition to employment, to submit to a 5-year criminal history background check, including fingerprinting.

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination in selection process for this position because of race, color, age, sex, national origin, physical handicap, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons are encouraged to apply