

CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
P.O. BOX 638 PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060
www.umatilla.nsn.us



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Advocate

SALARY: Pay Range: 5
\$24,393.72 to \$37,837.56 per year
Target Salary: \$28,000 to \$30,000 per year DOE/DOQ
with position dependent upon continued availability of
grant funding

DEPARTMENT: Public Safety

LOCATION: Position located at Mission, Oregon, Confederated Tribes
of the Umatilla Indian Reservation

EMPLOYMENT STATUS: Full Time with benefits
Covered Status and Safety Sensitive

SUPERVISED BY: Family Violence Services Program Manager

OPENING DATE: October 19, 2009

CLOSING DATE: Open Until Filled (w/first screening 11/4/09)

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian. This position will protect human life, water, land, air, and wildlife by exercising professional skills and

abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

The Advocate is responsible for providing services to victims of domestic violence, sexual assault, teen dating violence while working cooperatively with other agency to work towards ending family violence on the Confederated Tribes of the Umatilla Indian Reservation.

EXAMPLES OF JOB DUTIES & RESPONSIBILITIES

1. Serves as primary contact for any victim of domestic violence, dating violence and rape/sexual assault, and elder abuse that are in the context of domestic violence.
2. Responsible for crisis line, peer support services, shelter assistance, public awareness, and community education.
3. Treat clients with respect, dignity, and empathy.
4. Develops and maintains efficient record keeping system covering grant documentation, program activities, manuals, and all other resources of agency.
5. Participates in community activities to ascertain needs, serve clients, and promote agency goals.
6. Establishes and maintains close working relationships with cooperating agencies to avoid duplication of services and to ensure clients needs as met.
7. Assist with direct services to clients as needed. Maintain confidential case management and referral services.
8. Assist in on-going training programs designed specific for law enforcement personnel, Tribal court, health care providers and Department of Children and Family Services personnel.
9. Develop partnership with other resource agencies tribal, county and state levels.
10. Have knowledge of the victim's assistance program and make referrals as needed.
11. Works within existing grant and funding requirements and restrictions, and provides necessary grant and program reports, continuation application and other documents as required.
12. Provides confidential crisis counseling, case management, referral services and court advocacy to family violence victims in person or by telephone. Advocates for victims in Tribal, state, and Federal courts, assists victims with court procedures (restraining and protective orders), hospitalization needs, emergency shelter needs, compensation and survivor benefits, and other related needs.
13. Maintain case files, including documentation of services provided and submit on monthly basis to the CTUIR Family Violence Services Program Manager.
14. May be called upon to work irregular hours, weekends, and holidays as necessary.
15. Other duties as assigned that relate to the responsibilities identified above.

SUPERVISORY AUTHORITY: None

SIGNATORY AUTHORITY: None

ACCESS TO SENSITIVE AREAS:

Sensitive areas of the department and program containing sensitive documentation and material.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Associate Degree from an accredited college in social work, counseling, sociology or related field from an accredited university or college and three years experience in domestic violence, sexual assault, teen dating violence, human rights, victims' assistance or related issues.

OR

High school diploma or equivalent and five years experience within domestic violence, sexual assault, teen dating violence, sexual assault, teen dating violence, human rights, victims' assistance or related issues.

2. Demonstrated ability to understand sexual assault, domestic violence, teen dating violence issues and effectively advocate for victims.
3. Excellent people skills and demonstrated ability to develop effective working relationships and maintain professionalism, diplomacy and tact with clients, employees, outside agency personnel, and co-workers in a sensitive environment. Must be able to effectively maintain control in intense, hostile or controversial situations.
4. Demonstrated ability to work with courts, law enforcement, medical and mental health professionals.
5. Demonstrated ability to make sound decisions and exercise good judgment in a timely manner and with limited supervision.
6. Demonstrated ability to communicate effectively both orally and in writing, in group settings, and with individuals.
7. Demonstrated ability to establish clear direction and boundaries with clients.
8. Keep information related to the client completely confidential as outlined and in compliance with grant(s) and Family Violence Service Program.
9. Demonstrated ability to maintain appropriate client files and to protect client confidentiality.
10. Demonstrated knowledge or willingness to learn about Tribal jurisdiction issues of sovereignty.
11. A cooperative manner and willingness to work positively as a team member.
12. Ability to empathize, encourage and guide.
13. Working knowledge of basic computer operations including electronic mail, word processing and databases.

14. Must have a valid driver's licenses and be insurable.
15. Successful completion of a criminal background check and a drug test will be required.
16. Work highly complex and structured requirements while maintaining a creative and flexible problem-solving approach with clients and substitute care services; and provide information or referral for the family to community resources, if the family in not appropriate or eligible for services.
17. Must be able to secure sources of information relating to Tribal problems/concerns. Must become knowledgeable of the types of services provided by the Tribal Governmental programs.
18. Considerable knowledge of general office practices and procedures. Individual must be highly organized and have good filing skills.
19. Must be able to operate and maintain office machines (copiers, fax machines, printers, scanners, etc.).
20. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook)
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers are required to disclose any pre-existing or mental disorder and/or disability known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work.

SELECTION PROCESS:

Tribal Personnel Policy and Procedures Manual, Section 3.02: Employment Preferences

The Tribe's employment preferences shall be as follows:

- a. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to Tribal members and to other Indians enrolled in federally recognized tribes. This Tribal and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
- b. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
- c. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.07.

- d. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no Tribal employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, sex or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A drug free test is required before any employment offer is to be made. All tribal employees are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed application for Sensitive Tribal Positions.
5. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
6. Veterans preference: Must provide proof of honorable service and discharge or completed Form DD214.
7. Copy of High School diploma or GED
8. **Copy** of Official College transcripts.

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
P.O. Box 638
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.

Approved by: Julia E. Withers-Lyons, Human Resources Manager
Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature
Date