

**YUROK TRIBE-JOB DESCRIPTION**  
**Victim of Crime Advocate**

Job Title:	<b>Victim of Crime Advocate</b>	Job Code	<b>6/7/8</b>
Department	<b>Court</b>	Location	<b>Eureka</b>
Reports To:	<b>Staff Attorney</b>	FLSA Status	<b>Non-Exempt</b>
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>			
Salary Range	<b>\$20.67/\$22.70/\$24.88</b>		

**POSITION SUMMARY:**

Under the general supervision of the Staff Attorney, the Advocate will provide support to victims of crime and their families including providing counseling, offering emotional support, providing information and referral, accompanying victims to appointments, staffing a crisis hotline, and running support groups. Crimes may include assault, battery, bullying, burglary, arson, financial crimes, fraud, robbery, elder abuse, gang violence, hate crime, trafficking, identity theft, etc.

**DUTIES AND RESPONSIBILITIES:**

1. Provide on-call and crisis intervention services to individuals who contact the Victims of Crime program.
2. Assist victims in accessing resources available to them including housing, counseling, medical services, law enforcement, and the legal system.
3. Provide the delivery of emergency supplies and services such as food, transportation, housing assistance, and other necessities.
4. Assist clients with the preparation of forms, such as requests for protective orders and applications for services.
5. Develop working relationships with other tribal departments and programs as well as external service providers to better meet the needs of victims.
6. Prepare basic notes and documentation for reporting and tracking purposes. Prepare and maintain client case records and program reports.
7. Assist in the facilitation of community engagement meetings, group and team discussions, and workshops.
8. Facilitate and coordinate holistic healing services including art and cultural activities, yoga, mindful meditation, individual and group talking circles for survivors.
9. Process program invoices, travel, and purchases through Microix, Inc.
10. Attend department meetings and other required meetings and trainings as needed.
11. Maintain confidential information following legal and program standards.
12. Other related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibilities.

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**Social Worker I**

**MINIMUM QUALIFICATIONS:**

1. Ability to operate a computer and other assigned office equipment.
2. Have basic knowledge of Microsoft Office including Word, Excel, Publisher, and PowerPoint applications.
3. English, grammar, spelling, punctuation, and a variety of letter and report format efficiency to prepare correspondence and reports both orally and in writing.
4. The person should be able to express oneself clearly and concisely for correspondence, reports, instructions, etc., as well as for obtaining information or conveying messages between the supervisor, outside agencies, and other staff members.
5. Must possess the ability to establish and maintain effective working relationships with clients, staff, and the community.
6. Knowledge and understanding of local Tribal communities including cultural values and beliefs, history, family systems, and community.
7. Interpersonal skills, using discretion, patience, and courtesy.
8. Advocate on behalf of the Tribe and its members and families.

**EDUCATION/EXPERIENCE:**

G6: An Associate's degree in Humans Services or a related field and two (2) years of general experience OR An Associate's degree in Humans Services or a related field and one (1) year of specialized experience.

G7: Bachelor's Degree in Human Services or a related field.

G8: Bachelor's Degree in Human Services and one (1) year of general experience OR a Bachelor's Degree in Human Services and one (1) year of specialized experience.

Note: Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable. Proficiency requirements are described below.

General Experience: Progressively responsible work that indicates the ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

Specialized Experience: Experience that equipped the applicant with the knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position, and that is related to the position to be filled.

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#### CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol-Free Workplace Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. Must have a valid California Driver's License and be insurable under the Tribe's policy.
4. Must pass a background investigation and fingerprint clearance in compliance with the Yurok Tribe Comprehensive Background Check Policy.
5. THIS POSITION REQUIRES COMPLIANCE WITH PUBLIC LAW 101-630.
6. Must pass a criminal background check and not have any criminal convictions against children, nor any convictions for Domestic Violence or crimes involving deception/theft/fraud.
7. Must not have misdemeanor/felony offenses related to the controlled substance of alcohol or drugs within the past ten years, or any misdemeanor or felony offenses related to abuse, neglect, or endangerment of a child or elder.
8. Must be able to meet expectations and performance as listed in job duties and responsibilities.
9. Must not have been convicted of a felony involving dishonesty within the past five years.
10. Requires travel and work outside of regular work schedule on-call services.
11. **Competencies:** To perform the job successfully, an individual should demonstrate the following competencies:
  - a. **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Respond to requests for service and assistance; Meets commitments.
  - b. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
  - c. **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information.
  - d. **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
  - e. **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
  - f. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethics; Upholds organizational values.
  - g. **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
  - h. **Adaptability** - Adapts to changes in the work environment; Manages competing demands;

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Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

- i. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
  - j. **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies the appropriate person with an alternate plan.
  - k. **Cost Consciousness** - Works within approved budget; Develops and implements cost-saving measures.
12. **LANGUAGE SKILLS:** Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With the ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
13. **REASONING ABILITY:** Apply common sense understanding to carry out instructions furnished in written, oral, and/or diagram form. With the ability to deal with problems involving several concrete variables in standardized situations.
14. **PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 to 50 pounds.
15. **VISION REQUIREMENTS:** Close vision (clear vision at 20 inches or less). Color vision (ability to identify and distinguish colors). Depth perception (three-dimensional vision, ability to judge distances and spatial relationships). Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).
16. **Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Outdoor, office, school, community center, client's home environment.
  - Driving a vehicle to conduct work.

I, \_\_\_\_\_ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

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\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date