



**San Pasqual Band of Mission Indians
Position Vacancy**

Position Title: Domestic Violence Victim Advocate	Department: Domestic Violence
Position Reports to: Director of Domestic Violence	Employment Category: Non-Exempt / Full Time

Position Summary

The Domestic Violence Advocate will direct the administration of the San Pasqual Domestic Violence program by providing advocacy, education, prevention and treatment to victims of domestic abuse, be committed to maintaining the highest possible levels of confidentiality in their communications with victims, by performing the following duties:

Responsibilities and Duties

- Plans and administers the delivery of services provided by the Domestic Violence Program.
- Provide advocacy services and support to survivors of relationship violence, stalking, sexual assault or abuse including their children.
- Educates clients about the dynamics of domestic violence and sexual assault, helping victims with safety planning.
- In collaboration with the Department Director is responsible to meet all grant/program goals and objectives.
- Establish education, prevention, intervention and treatment-orientated services to Domestic Violence and Sexual Assault victims including outreach and advocacy.
- Provides after hours services to the community when informed by the law enforcement representatives.
- Establish linkages with Domestic Violence shelters and accommodation in North San Diego County to victims of domestic violence and sexual assault.
- Assists with the relocation of domestic violence and sexual assault victims and their children to emergency shelter and/or safe house, from a hostile environment, with the aid of Law enforcement when necessary.
- Assists with the provision of emergency food and clothing.
- Establish or refer clients to support groups, workshops, self-defense, and conflict resolution and self-esteem classes.
- Provides transportation when appropriate and necessary to domestic violence and sexual assault victims.
- Assists domestic violence and sexual assault victims with obtaining restraining orders and accompanies them to court as needed.
- Collaborates with outside agencies and community organizations for the effective execution of program services, providing referrals for other services to victims.
- Establish contact with the local law enforcement units in the service area.
- Facilitate support groups as needed.

- Work with clients to develop and maintain relevant and meaningful case plans, meeting regularly with clients to support case plan accomplishment.
- Participate in staff meetings, case conferences and other meetings as needed.
- Provides community education about the dynamics of domestic violence and sexual assault hosting awareness tables at local tribal community events.
- Performs other related duties as requested.

Other duties may be assigned.

EDUCATION and/or EXPERIENCE

- Minimum of 3-5 experience in working with victims of domestic violence/sexual assault.
- Ability to interpret and translate grant goals and objectives into effective services for the community.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Bilingual preferred.
- Ability to define problems collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- A valid California driver's license and a good driving record will be required at the time of appointment and must be maintained throughout employment.
- California Driver License must be insurable with the Tribes underwriter.
- CPR certification must be acquired within six months of date of hire.
- 40-Hour Domestic Violence training is required during the grant life cycle to meet grant requirements.
- The employee is regularly required to walk; sit; use hands, finger dexterity, squeeze, or feel; reach with hands and arms.
- Ability to speak and hear.
- The employee frequently is required to stand.
- The employee is occasionally required to stoop, kneel, and crouch.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move 50 pounds.
- Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.
- Responds promptly and with caring actions to victims and employees.
- Acknowledge psychosocial, spiritual and cultural beliefs and honor these beliefs.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities for this position at any time.

Individuals who are interested for consideration for the above position should email their resume to hr@sanpasqualtribe.org or submit application to P.O. Box 365, Valley Center, CA 92082.

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions give hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.