

SHINNECOCK INDIAN NATION

PO BOX 5006, SOUTHAMPTON NY 11969

Phone: (631) 283-6143 Fax: (631) 283-0751



POSITION DESCRIPTION & VACANCY ANNOUNCEMENT

Job Title: Victim Services Advocate

Reports To: Tribal Administrator of Tribal Operations

Department: Department of Health and Community Services

Job Status: Part Time (25 hours,) Non-Exempt

Salary Range: \$25

Posting End Date- :September 11, 2025

Primary Responsibility: The Victim Services Advocate will work to increase access to Shinnecock victim services, provide long term case management, court advocacy and mental health services by establishing a coalition of local and Tribal providers, research grant and contract opportunities, and establish linkage agreements with providers. The Victim Services Advocate will provide court advocacy, support victims during legal processes, and educate them on their rights. Assist with safety planning, and connect victims to necessary resources, conduct needs assessments, develop individualized service plans, and coordinate care for clients. Liaise with other service providers to ensure comprehensive support.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

- Synthesize complex or diverse information.
- Work well in group problem solving situations.
- Respond to requests for service and assistance.

- Maintain confidentiality.
- Speak clearly and persuasively in positive or negative situations; Demonstrate group presentation skills; Participate in meetings.
- Exhibit objectivity and openness to others' views.
- Write clearly and informatively.
- Communicate changes effectively.
- Provide vision and inspiration to peers.
- Look for ways to improve and promote quality.
- Inspire respect and trust.
- Align work with strategic goals.
- Work with integrity and ethically; Uphold organizational values.
- Follow policies and procedures.
- Develop strategies to achieve organizational goals.
- Able to deal with frequent changes, delays, or unexpected events.
- Treat others with respect and consideration regardless of their status or position.

Education/Experience:

A Master's degree in public health, social services, business or public administration, or a closely related field may substitute for one (1) year of six (6) years required supervisory experience. Candidates will be evaluated based on their qualifications and career history presented through their submittal of a comprehensive package of information outlining career highlights and notable achievements.

Language Ability:

Must possess excellent analytical abilities and verbal/written communication, organization, and presentation skills. Applicants may be required to submit documented writing ability.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to exercise independent decisionmaking and the ability to communicate with counterpart staff in other agencies and tribal entities.

Computer Skills:

To perform this job successfully, an individual should have knowledge of word processing software; spreadsheet software, email software, internet software, database software and high level of computer proficiency in Microsoft Office Suite.

Certificates and Licenses:

Must possess a valid driver's license.

Environmental:

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 the essential functions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position will require travel and irregular work hours. The employee must occasionally lift and/or move up to 20 pounds. While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand and walk.

Additional Requirements:

Must submit to and pass a pre-employment drug/substance toxicology screening.

SUBMIT RESUME TO: Racquelward@shinnecock.org, by fax (631)283-0751 or to the Nation's mailing address above.