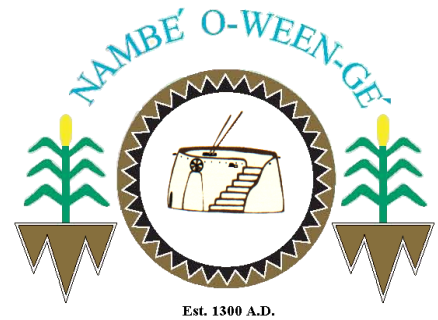


Nambe Pueblo

Position Classification and Description



POSITION TITLE: Domestic Violence Victim Advocate Specialist
CLASSIFICATION: Non-Exempt
DEPARTMENT: Nambe Pueblo Healthy Family Services
SUPERVISOR: Domestic Violence Prevention Coordinator

Position Summary:

Under the direction of the Domestic Violence Program Coordinator, the Victim Advocate Specialist works directly with victims and children affected by domestic violence, sexual assault, stalking and/or trafficking. The Victim Advocate Specialist must maintain the highest possible levels of confidentiality in all communications with victims, and with coworkers. The services that a Victim Advocate Specialist offers include: providing information; emotional support; conduct support groups; help finding resources; help filling out paperwork; case management; accompanying clients to court; referrals to legal services; counseling or other appointments.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Providing information on the dynamics of domestic violence.
- Providing domestic violence victims with information about the referral legal process and options available to them through the civil and criminal systems.
- Assisting domestic violence victims with obtaining Orders of Protection and civil legal representation.
- Assessing the level and history of violence experienced and helping develop a safety plan for victims and their children.
- Providing information on victim's legal rights and protections, and will not give legal advice.
- Assessing victim's immediate needs and assisting or referring them to those who can help locate appropriate housing, financial assistance, legal services, counseling and other resources.
- *Helping to fill out victim compensation applications.*
- Preparing victims for court appearances and accompany them to court hearings, if requested.
- Participating in Coordinated Community Response meetings.
- Preparing accurate grant reports.

- Maintaining confidential filing system.
- Advocating on client's behalf with creditors, landlords, public benefit workers, law enforcement and employers.
- Helping clients find shelter, transportation and food.
- Providing referrals for medical care, job training or college programs.
- Providing in-service training regarding domestic violence related topics.
- Participating in community outreach activities.
- Working as part of team with other Nambe Pueblo Healthy Family Services workers to promote wellness in the community.
- Performing other duties as assigned.

Minimum Qualifications/certifications/Education:

- High School Diploma or GED
- Must possess and maintain a valid New Mexico Driver's license.
- Must be insurable to drive tribal vehicles.
- Must be able to successfully pass a pre-employment and random drug/alcohol screen and background investigation.
- Prefer a Bachelor's degree in Criminal Justice, Social Services or related field
- Or at least three years' experience in domestic violence, sexual assault and/or stalking, counseling or related field from which comparable knowledge was gained.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; and talk or hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work and some travel may be required.

Please email resume to: rkaskalla@nambepueblo.org & dmartinez@nambepueblo.org