



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
11373 Moorage Way  
La Conner, WA 98257  
Phone (360)466-7347 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	

## JOB DESCRIPTION

Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities.

**Job Title:** Domestic Violence Community Service Advocate

**DEPARTMENT:** Social Services

### POSITION SUMMARY

As a member of Swinomish Domestic Violence Program Community Service Advocate provides services to victims of abuse and performs the day-to-day activities necessary to ensure that services provided for people who need advocacy support services. Other responsibilities: work closely with Swinomish Tribal Police, by going to the scene of incident and provide advocacy support services. Provide resources or referrals for clients who need legal services, medical, social services advocacy support services and wellness services. Provide transportation for client if needed to a safe place.

### ESSENTIAL DUTIES AND RESPONSABILITIES

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work In other functional areas to cover absences or relief, to equalize peak workload periods or otherwise to balance the workload.

- Be readily available for Police Department when needed for client services.
- Provide advocacy and support services to DV and SA clients.
- Report to Domestic Violence Program Manager Regularly.
- Assist with researching and obtaining community resources.
- Maintain records / files. Documentation as requested.
- Provide transportation for client to a safe place if needed.
- Link clients to service providers such as domestic violence advocate, medical services, mental health services, legal services and family services.
- Must complete a minimum of 12 hours back-up services as needed it.
- Perform other duties as assigned.

- Because of the tribe’s commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

**MINIMUM QUALIFICATIONS**

- Must complete a minimum of 42 hours of domestic violence and sexual assault training provided by SDV & SAS.
- Must have sensitive to domestic violence and sexual assault issues.
- Must believe in an anti-oppression model and be committed to ending violence against women and all other forms of violence in our community through advocacy and action for social change.
- Experience working DV or SA, or related field.
- Ability to work well with women children from diverse backgrounds.
- Must follow agency policies and procedures at all times.
- Must have a professional attitude and be able to maintain strict confidentiality.
- Ability to work independently as well as have the ability and willingness to take and follow directions.
- Good organizational skills and proficiency at following through with assigned duties.
- Good communications skills (oral and Written)
- Must have a dependable vehicle, a current and valid Washington State driver’s license and proof of insurance.
- Have first aid / CPR card and renew yearly.

**WORK ENVIRONMENT AND TIME COMMITMENT:**

Primary functions of this position require good physical ability and mobility in order to work in an office and field setting; to walk, stand, or sit for prolonged periods of time; occasionally stood, bend, kneel crouch, reach and twist. Ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

**EMPLOYMENT CONDITIONS:**

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Domestic Violence Community Service Advocate is considered to be an Exempt “standard Hours” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on a criminal background check.

Employee: \_\_\_\_\_

Supervisor: \_\_\_\_\_

