



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Elder/Vulnerable Adult Advocate
Lummi Victims of Crime (LVOC)

OPEN: February 15, 2019

EXEMPT: No

SALARY GRADE: \$20.00 per hour

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full Time

****Grant Funded 6/30/2019****

CLOSES: March 1, 2019

JOB CODE:

DIVISION: Family Services

DEPARTMENT: LVOC

SUPERVISOR: LVOC Coordinator

VACANCIES: 1

JOB SUMMARY: Under the direction of the LVOC Coordinator the Elder/Vulnerable Adult Advocate will provide advocacy services to elders, vulnerable adults and victims of crime who have been abused and financially exploited. Assess incident reports and make contact with victims to initiate services.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Responsible to be on-call 24-hours for emergencies to assist victims of crime.
2. Work closely with detectives, APS caseworkers and accompany them in the field.
3. Serve as a liaison between victims and their families regarding police investigations and court proceedings.
4. Develop and maintain a variety of working relationships with police, prosecutors and other criminal justice representatives and collaborate with social service agencies and community organizations.
5. Meeting clients in their homes and transporting clients to therapy, medical, legal/court and shelter services.
6. Assist clients to receive legal and medical services after incident has occurred
7. Complete intake forms, screens clients for eligibility under program guidelines, assists clients with paperwork/forms necessary to apply for Crime Victims Compensation and other supportive services.
8. Document client services, daily activities, grant evaluation criteria and statistical information.
9. Attend appropriate task force meetings to help plan and coordinate the prevention/education campaign.
10. Assist in the development of a cultural/traditional prevention/education program including a comprehensive community action plan.
11. Responsible for coordinating and planning community education activities that include: public presentation, coordinating presenters, securing meeting places, creation and distribution of educational materials.
12. Facilitate monthly Adult Protection Team Meetings.
13. Coordinate and facilitate groups and classes to the community to provide training and raise awareness on sexual abuse/assault, domestic violence.

14. Maintain close working relationship with local service agencies that provide supportive resources for sexual abuse/assault and violence victims.
15. Attend training in Domestic Violence, Sexual Abuse/Assault and other types of victimization as directed.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- AA Degree
- B.A. in Social Services or Human services *preferred*
- **OR** 4 years experience working in a Domestic violence and Sexual Assault program.
- Possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Case management skills and work experience
- Ability to organize and maintain clear, concise, and accurate records, and follow office procedures.
- Specific knowledge of domestic violence/sexual assault advocacy
- Ability to serve as a liaison between victim(s), service providers and all parties involved.
- Possess excellent oral and written communication skills
- Ability to communicate before small or large groups or general public
- Ability to be dependable, trustworthy, maintain confidentiality and be able to work flexible hours.
- Possess excellent legal research skills

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must have proof of citizenship or legal residency for employment eligibility requirements.
- Must have some knowledge of litigation proceedings.
- Must have or be willing to complete 30 hours of initial sexual abuse/assault training, 12 hours of on-going sexual abuse/assault training annually that is approved by the Washington Coalition of Sexual Assault Programs.
- Must have some knowledge of Federal, State and Tribal laws pertaining to Indians.
- Must have extensive knowledge and support of Native American/Lummi culture, values, dynamics and family systems desired.
- Position is grant funded that will end on **June 30, 2019** If additional funding is received this position will need to be reviewed for grading purposes

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail libchr@lummi-nsn.gov
For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing

degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.