



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: Cultural Advocate
Lummi Victims of Crime (LVOC)

OPEN: April 2, 2019

EXEMPT: No

SALARY: 7 \$18.97 to \$21.25 per hour DOE

SHIFT: Varies

LOCATION: Tribal Administration

DURATION: Part-Time

CLOSES: April 16, 2019

JOB CODE:

DIVISION: Lummi Family Services

DEPARTMENT: LVOC

SUPERVISOR: LVOC Coordinator

VACANCIES: 1

JOB SUMMARY: Under the direction and supervision of the LVOC Coordinator the Cultural Advocate performs a wide variety of duties involved in providing support and advocacy for the rights and protection of victims of stalking, domestic violence, sexual assault, elder abuse, vulnerable adult and dating violence. Incumbent responsible for the assessment of the individual victim's needs and will work together with other community resources to fulfill those needs which may include shelter, counseling, referrals, advocacy and support. They are responsible for assisting with daily operations of the advocacy service and insuring that all data and client documentation is appropriately maintained. They will be on call 24 hours for emergencies to assist victims of crime.

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

1. Provide advocacy, crisis intervention, information, referrals for survivors of sexual assault, domestic violence, stalking, dating violence, elder abuse and vulnerable adult.
2. Assist victims of crime when requested by LVOC Coordinator, law enforcement at crime scenes, hospitals, or other safe locations; provide support, referrals and information related to the crime and assists clients with paperwork/forms necessary to apply for Crime Victims Compensation and other supportive services.
3. Provide legal and medical advocacy for clients to assist them in getting appropriate legal and medical services after an incident has occurred.
4. Complete client intake forms, screens clients for eligibility under program guidelines; document services and referrals provided; conduct thorough case management on of all cases to include follow-up contacts.
5. Work closely with local service agencies, law enforcement, prosecutor's office, Tribal Health Services, DSHS, or other medical/mental health/financial service providers, and tribal departments in informing crime victims and their families about availability of appropriate services.
6. Respond to cases of sexual assault, domestic violence, elder abuse, vulnerable adult and dating violence 24/7 and on-call on a rotational basis with other program staff.
7. Responsible for data entry of monthly, quarterly and annual reports related to client services provided by Cultural Advocate.
8. Provide transportation for clients to therapy, medical, legal/court and shelter services.
9. Attend appropriate task force, elder task force and other DV/SA 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 community education activities including: public presentation, coordinating presenters, securing meeting places, creation and distribution of educational materials.
12. Provide community member oriented classes and groups to raise sexual abuse, assault and Domestic Violence awareness and training that sensitize service providers to the needs and signs of sexual abuse/assault and domestic violence victims and the consequences of abuse on an individual, family and community level.
13. Provide cultural activities for the shelter clients and children (talking circles; dream catcher; life skills; canning; stripping bark; gathering of traditional plants and educating on how to use for personal use)
14. Keep current with available supportive resources for sexual abuse/assault and domestic violence victims.
15. Plan, prepare and facilitate the Sexual Assault Response Team (SART) meetings.
16. Create a Sexual Assault Response Team Policy and Protocol Handbook and train staff, law enforcement and Sexual Assault Nurses.
17. Develop literature and distribute regarding the Sexual Response Team (SART)

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 1 year experience working with crime victims
- BA in Social Services, Human Services or Native Studies *preferred*
- **OR** 4 years work experience in social services or case management *preferred*
- **OR** 4 years legal advocacy/case management/counseling field *preferred*
- 3 years combination of education and work experience in Social Service, Case Management, Legal Advocacy or Counseling.
- Possess or obtain in 90 day orientation period 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:

- Knowledge of Lummi Community
- Case management, file and records maintenance, good written and verbal communication, good word processing skills, and excellent public communication skills.
- Specific knowledge of: victim trauma issues, crisis intervention, active listening, advocacy based counseling, domestic violence and sexual assault dynamics, child abuse issues and family dynamics, and basis legal procedures; social service methods, practices, principles and procedures' criminal and child welfare investigative practices and systems, criminal and child welfare, tribal, state and federal law and jurisdictional issues; and child abuse reporting requirements under tribal and state law, and the Intergovernmental Agreement.
- Ability to: establish close liaison with victim's services providers and persons involved in the prevention of sexual abuse/assault and domestic violence.
- Ability to communicate well verbally and in writing with the public, other personnel and agencies.
- Knowledge of litigation proceedings.
- Knowledge of Federal, State and Tribal laws pertaining to Indians.
- Legal research, writing and oral communication skills.
- Ability to organize and maintain clear, concise, and accurate records
- Ability to follow office procedures.

- Possess working knowledge and understanding of the Indian Community and its people, including tradition and customs preferred.
- Must be dependable, trustworthy, maintain confidentiality
- Ability to work flexible hours.

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 support traditional/cultural values, e.g. tribal members assisting one another in time of need, the ability of the tribe to handle its own problems, the importance of peaceful and orderly community to the well being of the Tribe, and the transfer of traditional/cultural values to tribal youth.
- Extensive knowledge of Native American/Lummi cultural dynamics and family systems desired.
- Must have or complete 30 hours of initial sexual abuse/assault training
- Must have or complete 12 hours of on-going sexual abuse/assault training annually that is approved by the Washington Coalition of Sexual Assault Programs.
- Must be willing to travel to training in Domestic Violence, Sexual Abuse, Assault and other types of victimization.
- Must be bondable.
- Must have proof of citizenship or legal residency for employment eligibility requirements.

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.