



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: Male Advocate

Lummi Victims of Crime (LVOC)

****Re-Advertise****

OPEN: September 22, 2026

EXEMPT: No

SALARY: **\$27.50 per grant**

SHIFT: Varies

LOCATION: LVOC Shelter

DURATION: Regular Full Time

Grant Ends 9/30/27

CLOSES: October 05, 2026

JOB CODE:

DIVISION: Law & Justice

DEPARTMENT: LVOC

SUPERVISOR: Associate Director

VACANCIES: 1

JOB SUMMARY: The Male Advocate is responsible for participating in the weekly-rotating 24/7 LVOC after-hours hotline, performing client intakes, determining eligibility for services, assigning clients to appropriate advocates and/or providing victim advocacy and supportive services to clients. The Male Advocate shall provide advocacy and support to all eligible crime victims, although their main focus shall be ensuring services are available to under-served/under-represented male clients. Other services provided shall be completing, and monitoring for progress, an advocacy plan to meet the clients' needs and those of their children, providing transportation when necessary and helping clients moving into/out of the LVOC DV Shelter, if applicable, providing court accompaniment, submitting emergency financial assistance requests and providing referrals for services outside of LVOC Data collection & entry into Infonet shall be required. The Male Advocate will be required to travel for training and to maintain a valid WA state driver's license.

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

1. Collaborate with Associate Director, Office Manager and other Advocates to provide best possible services to all eligible victims of domestic violence, sexual assault, elder abuse, etc.
2. Act as main point of contact for all male victims of crime.
3. Perform intakes and an advocacy action plan with clients.
4. As needed, provide assistance or coordination in obtaining protection orders, divorce decrees and other legal services and court accompaniment
5. Work with clients to establish an individual action plan for necessary resources clients may need, such as other services available at Lummi Indian Business Council or external agencies.
6. Participate in weekly-rotating shifts of 24/7 LVOC Hotline services, including remaining available to respond to after-hours calls, performing emergency intakes, providing emergency advocacy services and assisting with emergency move-ins to the DV shelter or other safe emergency housing.
7. Provide transportation to clients to court, medical or other necessary appointments.
8. Coordinate with Office Manager and Executive Assistant for client Emergency Financial Assistance requests.

9. Maintain adequate records of data necessary for grant reporting
10. Perform data entry into InfoNet at least monthly.
11. Attend weekly advocate check-in meetings.
12. Attend travel and training events assigned by Associate Director.
13. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 1-2 years' experience with client case management *required*.
- 1-2 years' experience working with Microsoft Office *required*.
- Knowledge and understanding of Sexual Assault, Domestic Violence, Child Abuse, Elder/Vulnerable Adult Abuse/Exploitation *preferred*.
- Must have completed DVSAS Core Sexual Assault & Domestic Violence Advocate Training Program OR be willing to complete training within 90 days of hire.
- Experience relevant to trauma-informed care *or providing services to vulnerable populations required*
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance or must be willing to obtain within 60 days of hire.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Possess knowledge of Lummi Community, *preferred*
- Ability to demonstrate sensitivity and empathy with traumatized populations, including children
- Strong attention to detail and ability to multitask *required*
- Basic computer skills *required* or be willing to learn.
- Strong conflict resolution and problem-solving skills *required*
- Ability to handle stressful/crisis situations *required*.
- Case management skills and work experience *preferred*.
- Ability to organize and maintain clear, concise, and accurate records, and follow office procedures.
- Possess excellent oral and written communication skills.
- Ability to perform physical tasks such as moving objects, bending and lifting up to 40lbs.
- Ability to be dependable, trustworthy, maintain confidentiality and be able 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 an extensive Criminal Background Check and CAMIS Check.
- Must have completed or agree to complete 30 hours of basic domestic violence training, plus 20 hours of annual/on-going domestic violence advocacy training approved by OVC.
- Must have completed or agrees to complete the DVSAS/Women care Volunteer Trainings.
- Must be willing to travel to receive training.
- Must have completed or agree to complete Mandatory Reporting Training within 90 days of hire.
- Must have completed or agree to complete CPR and first aid training within 90 days of hire.
- Position is grant funded that will end on **September 30, 2027**. If additional funding is received this position will be reviewed for salary grading purposes.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> 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.