THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DSS05616855	DATE POSTED:	01/03/19
POSITION NO:	244302	CLOSING DATE:	02/14/19
POSITION TITLE:	Principal Victim and Witness Advocate		
DEPARTMENT NAME / WORKSITE:	Strengthening Families Program / Blanding Utah		

WORK DAYS:	Sunday- Saturday	REGULAR FULL TIME:	☑		GRADE/STEP:	AR66A
WORK HOURS:	Shift Hours	PART TIME:	☐	NO. OF HRS./WK.:	$ 49,192.00	PER ANNUM
SENSITIVE	☑	SEASONAL:	☐	DURATION :	$ 23.65	PER HOUR
NON-SENSITIVE	☐	TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Program Manager II the Principal Victim & Witness Advocate perform professional management duties of considerable difficulty in the supervision of shelter staff; provides the more complex, most specialized, sensitive and difficult victim and witness advocate services where major case decisions are made independently and where consequence of error may be significant; and performs related work as assigned. Manages and oversees all aspects of the day-to-day operation of the shelter and staff, provide a variety of administrative services and support to employees, victims, witnesses, family members and others who have been impacted by criminal activities and/or violent crimes; ensure compliance with program policies and procedures, ensure efficient and consistent service delivery and compliance with all applicable laws; exercises initiative and independent judgment in applying rules, regulations, policies and procedures. Coordinate and oversee staff shift checks and logs, staff and client safety, maintain a record of cleanliness and safety of the shelter. Maintain a professional and cultural sensitive working environment that promotes the utmost protection of confidentiality, teamwork, and empathy for all clients.

Responsible for all aspects of the day-to-day operation of the shelter, supervision of shelter staff, program delivery and system oversight. Provide direct staff support and supervision, effectively manage Shelter operations, client activities and overall shelter programs to meet SFP goals and objectives. Reviews, assess, and approve timesheets, track and approve shift rotation, maintain updated logs of assuring adequate staffing levels. Maintain policy and procedure manual to ensure compliance, safety, organization, and consistent procedures among staff and clients. Meet with residents to answer questions, and defuse de-escalate any problematic situations that compromise the safety of clients and staff. Serve as point of contact with off-duty police officers, victim witness advocates, and families. Assist with performing administrative function, errand running, answer the telephone, prepare documents, schedule appointment, and more.

The position is a shift time position days, evening, nights, weekends and holidays

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Social Work, Human Services, Sociology or a closely related field; and four (4) years of experience in managing program or organization, including two (2) years of supervisory responsibilities; and two (2) years of experience in managing a shelter or related facility

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of Navajo Nation and applicable state and federal statutes, rules, administrative orders, policies and procedures, and regulation. Knowledge of the theories, principles, and practices of social services, psychological, economic and other behavioral and social science disciplines. Knowledge of the principles, practices, and techniques of interviewing. Knowledge of community, social and related resources, services and providers. Knowledge of the basic principles of the case, file and records management. Knowledge of basic court processes. Skill in effectively assessing, analyzing, recommending and applying appropriate community, social and/or related services, resources and/or providers. Skill in communicating and providing reports and other documents for internal and external dissemination. Skill in operating a personal computer utilizing a variety of software applications. Skill in establishing and maintaining effective and cooperative working relationships with others. Skill in making decisions and problem solving. Ability to assess the needs of victims/witnesses of violent crime. Ability to prioritize and respond to demands promptly and efficiently. Ability to multi-task and prioritize assignment. Ability to train and supervise subordinates and volunteers. Ability to work with the Shelter Home standards and specifications.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.