# THE NAVAJO NATION
## Department of Personnel Management
## JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS5613486** DATE POSTED: 03/15/17

POSITION NO: 243937 CLOSING DATE: 03/28/17

POSITION TITLE: **Victim and Witness Advocate (4 Positions)**

DEPARTMENT NAME / WORKSITE: DSS / Strengthening Families Program / Shiprock, NM

WORK DAYS: Monday - Friday

WORK HOURS: 8:00 am - 5:00 pm

REGULAR FULL TIME: ☑

PART TIME: ☐ NO. OF HRS./WK.:

SEASONAL: ☐

TEMPORARY: ☐ DURATION :

GRADE/STEP: AB62A

$ 34,028.80 PER ANNUM

$ 16.36 PER HOUR

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs work of moderate difficulty providing a variety of social services and support assistance to victims, witnesses, family members and others who have been impacted by criminal activities and violent crimes. Respond to reports of domestic, family and dating violence and assess the immediate safety needs of victims, provide advocacy, transportation, and securing safe placement (i.e., shelter, safe homes/motels and safe havens) as needed and develop safety plans. Transports and accompanies victims to court and other locations to assist victims and their dependents to file domestic abuse protection orders in accordance with Navajo Nation laws and requirements. Review crimes and incident report identifying, victims of crimes. Interview victims and witness and assesses the situation. Gathers supporting documents; Provide detail explanations of the legal processes and court procedures to victims, keeps schedules of court appearances and notifies/reminds victims of dates and time; frequently communicates with victims. Assists victim in writing and filing reports. Monitors the progress with courts. Monitor intake assessments with key provider; Ensure all required information are obtained and properly documented; Advise in the development of the victim; Coordinate with key law enforcement agencies, Prosecutors, Courts, Probation/Parole, medical/hospitals facilities and other local, tribal, state and federal agencies. Coordinate with local child welfare agencies when a child(ren) is involved in the child welfare system to assure services are delivered while a parent is receiving services. Work directly with local and state financial assistance programs such as TANF, Supplemental Nutritional Assistance Program, Navajo Nation Food Distribution Program, food banks, Navajo Financial Assistance Program and Social Security Administration to assist victims to become self-reliant and obtain temporary financial assistance. Work directly with local tribal child care programs such as the Navajo Child Care Development Fund Program and TANF to assist victims in applying for child care services for their dependents when necessary. Participate in taskforce groups and multidisciplinary teams to address service gaps and coordination concerns for victims and their dependents.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- An Associate's degree in Sociology, Counseling, Psychology, Social Science, Criminal Justice or a closely related field; and three (3) years of responsible experience as a counselor or advisor in crisis intervention or closely related responsibilities; or an equivalent combination of education and experience.

**Special Requirements:**

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

***(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:**

Ability in providing emotional support, leader in providing directions to victims. Skills in communication orally and writing, Skill in operating computer utilizing a variety of software application. Public speaking skill; Knowledge of case filing of Navajo Nation or State and Federal Rules; Ability to work with other organization.

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