

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ01020989 DATE POSTED: 05/03/21
POSITION NO: 244713 CLOSING DATE: 05/14/21 by 5PM
POSITION TITLE: VICTIM AND WITNESS ADVOCATE
DEPARTMENT NAME / WORKSITE: Office of the Prosecutor / Tuba City, AZ
WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BJ62A
WORK HOURS: 8 a.m. - 5 p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 37,709.28 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 18.06 PER HOUR
NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Provides assistance to victims of crime through securing intake assessments, identifying and reviewing/securing referrals for the immediate well being of the victim. Reviews criminal complaints, police reports, and referrals to determine appropriate assistance to the victims. Gathers factual information & historical data, reviews reports, interviews victims and prepares statements, prepare investigation reports, and work closely with prosecutor in the prosecution. Establishes, reviews, and makes referrals specific to the needs of the victim, including shelter, crisis intervention, medical, counseling, and transportation, to guide in recovery/healing. Assist with protective services for victims. Prepares victims for hearings. Maintain communication with victim, social workers/agents, law enforcement, and related services. Establishes treatment plans and contacts for victims. Prepares reports and correspondences, schedules appointments, maintains personal log, develop short- and long-term goals/plans, establishes files, maintains communication, works directly with prosecutor and social services on behalf of the Office of the Prosecutor, secures meeting locations, and completes related tasks as assigned.

Attends staff/department meetings, training, law seminars and workshops; provides briefings to Prosecutors and law enforcement personnel; participates in group meetings collaborates with law enforcement agencies; works with taskforce groups, multidisciplinary teams, and other related groups; and maintains high levels of confidentiality.

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:

Knowledgeable of applicable Navajo Nation, state and federal statutes and laws, Alchini Be Beehaz'aanii Act, Navajo Reporter, Navajo Nation Supreme Court cases, Navajo Nation Code, and Navajo Nation Statutes, administrative orders, policies and procedures and case law; Knowledge of the theories, principles and practice of social services, psychological, economical and other behavior and social science disciplines; Knowledge of community, social and related resources, services and providers; Knowledge of the basic principles of case, file and records management; Knowledge of court processes, and legal terminology; Knowledge of the principles, practices and techniques of interviewing; Skilled 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/laptop utilizing a variety of software applications; Skill in establishing and maintaining effective and cooperative working relationships with others. Ability to assess the biopsychosocial needs of victims/witnesses of violent crimes.

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