THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0893251** Date Posted: **06/20/11**

POSITION NO: 930500 Closing Date: **07/01/11**

CLASS CODE: 3710

POSITION TITLE: **Victim and Witness Advocate**

DEPARTMENT NAME: Division of Social Services - Eastern Navajo Region/Family Violence Program

DEPARTMENT NO: 89 WORKSITE LOCATION: Crownpoint, New Mexico

WORKS DAYS/HOURS:
Days: Monday - Friday
Hours: 8:00 am - 5:00 pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: R62A

SALARY:
$ 32,073.60 Per Annum
$ 15.42 Per Hour

DUTIES AND RESPONSIBILITIES:

Receives, accesses and analyzes social, physical, psychological, financial and other needs of victims and witnesses of crimes; provides crisis intervention, counseling, social service referrals and disposition information, criminal justice information and witness advocacy; makes appropriate referrals for counseling, housing, shelter, legal assistance and other services, as needed; assists criminal investigators, police officers and others in gathering information, facts and evidence related to criminal activities, accidents or other incidents; initiates and continues communication, information and assistance to victims, witnesses, family members and others regarding status of investigations, court and other activity.

Identifies and places affected parties in appropriate settings, counseling programs, social or other services, informs victims, witnesses, family members and others of services available; serves as liaison between those needing service and service providers; maintains contacts with courts, law enforcement and social service agencies; coordinates services with law enforcement, health and social service agencies; drafts orders, reports, other documents required to initiate services, provides protection and/or services to meet other victims, witnesses and family members needs.

Assists victim in filing compensation forms, victim/witness statements, and other documentation pertinent to case; transports and accompanies victims and witnesses to court and/or other locations; maintains assigned cases of victims and witnesses, including detailed documentation and appropriate statistical information; provides education on the criminal justice system; conducts educational presentations on program for community groups and schools; attends meetings, in-service, training and conferences.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Sociology, Counseling, Psychology, Social Science, Criminal Justice, or closely related field; and

(To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diploma)

Experience:

one (1) year of responsible experience as a counselor, advisor or social worker in crisis intervention or closely related responsibilities; or an Associate's degree in Sociology, Counseling, Psychology, Social Science, Criminal Justice or a closely related field; and three (03) years of responsible experience as a counselor or advisor in crisis intervention or closely related responsibilities.

Special Knowledge, Skills and Abilities:

Knowledge of Navajo Nation and applicable state and federal statutes, rules, 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 basic principles of case, file and records management. Knowledge of court processes and legal terminology. Knowledge of the principles, practices and techniques of interviewing.

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. Ability to assess the biopsychosocial needs of victims/witnesses of violent crimes.

License/Certification Requirements:

Must possess a Valid State Driver's License and a Valid Navajo Nation Vehicle Operator's Permit (to be obtained upon employment).

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***