



*Shoshone Tribe
Human Resource Dept.
P.O. Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005, Ext. 160
Fax: (307) 332-9883*

NOTICE OF EMPLOYMENT

POSITION: Victim Advocate
DEPARTMENT: Victim Services
SUPERVISION: Program Manager
SALARY: DOE

OPENING DATE: May 13, 2019 **CLOSING DATE:** June 13, 2019

POSITION SUMMARY:

The Eastern Shoshone Victim Services Program is established to work in coordination with the Wind River Tribal Court system and is currently grant funded through the Department of Justice, Office of Justice VOCA Tribal Victim Services Set-Aside Program.

DUTIES AND RESPONSIBILITIES

- Serve as primary contact for victims of domestic violence, sexual assault, and/or stalking on the Wind River Reservation;
- Serve as a resource for prevention education information;
- Facilitate/coordinate support groups.
- Provide coordinating agency and interested community members with domestic violence and sexual assault training as requested
- Attend community meetings under the direction of the Program Manager;
- Attend community events and resource fairs;
- Maintain records and submit statistical information.
- Maintain and update prevention material as needed.
- Help maintain the cleanliness of the office and/or shelter.
- Use Microsoft Office software including Word, Excel, PowerPoint, Publisher and Outlook proficiently to create and modify office documents.
- Prepare progress reports as needed and submit to the Program Manager summarizing all activities relating to grants and other activities for that proceeding month.
- Take proportional share of hotline shifts as backup and, if necessary, primary on call throughout the year including on nights, weekends and holidays.
- Attend staff meetings for on-going strategic planning processes. Attend conferences and staff development seminars to stay informed on issues related to the job.
- Performs other duties as assigned to maintain and enhance the operation of the program.

QUALIFICATIONS

- Associate's degree in Human Services, Criminal Justice or equivalent field of study,
- Or a minimum of 3 years' experience with Domestic Violence/Sexual Assault programs.
- Required to have successfully completed the Wyoming 40 hour training on domestic violence and sexual assault.
- Required to possess a telephone, valid driver's license and liability insurance including have clearance for coverage under the Tribe's vehicle insurance plan.
- Must be able to pass criminal background check under the Indian Child Protection and Family Violence Act and the Adam Walsh Law.
- Knowledge and understanding of local Tribal communities, outreach services, resources and some knowledge of Native American history, culture, traditions, and tribal government.
- An understanding of women's issues, particularly those of violence against women.
- Skilled in public speaking, written and oral communication, and interpersonal relations.
- Must maintain strict confidentiality of all information process through the department including records, reports documents, conversations, etc.

APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state "See Resume" for employment history must have the following the information listed on the resume:
 - Dates of previous employment
 - Reason for leaving previous employment
 - Hourly rate of previous employment.
- Applications are available online at easternshoshone.org and can be sent via email to menos@easternshoshone.org or faxed to 307-332-9883 until 4:45 PM on the closing date.
 - **Supporting documents:** Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.