



*Human Resource Department
PO Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005
Fax: (307) 332-9883*

NOTICE OF EMPLOYMENT

POSITION: Victim Advocate
DEPARTMENT: Eastern Shoshone Tribe Victim Services
SUPERVISION: Victim Services Director
STATUS: Part-time or Full-time
SALARY: \$24.00/hr.
OPENING DATE: July 22nd, 2025 **CLOSING DATE:** August 15th, 2025

POSITION SUMMARY:

Eastern Shoshone Victim Services (ESVS) supports the healing, safety, and self-determination of individuals and families impacted by domestic violence, sexual assault, stalking, and sex trafficking on the Wind River Indian Reservation. Rooted in Tribal values and community connection, ESVS provides advocacy, prevention education, and culturally relevant support as we prepare to open a dedicated domestic violence shelter in 2025.

This position will assist with client services, including staffing the 24-hour crisis line, aid the organization in its transition to the new shelter building, and enhance shelter operations when the time comes. This position requires some remote work, to be completed using equipment provided by ESVS.

This position is flexible with an option to work full-time or part-time. The full-time position requires a 30-40 hours work week with full benefits provided. Applicants who are available to work 20-29 hours per week unbenefited may also be considered and are encouraged to apply. All new advocates will receive a minimum 40-hour Tribal-focused victim advocacy training as well as ongoing mentorship and support in the first year. This position offers professional development opportunities and the potential for advancement within ESVS, including shelter operations, training facilitation, and program leadership roles.

Preference will be given to qualified applicants who are enrolled members of the Eastern Shoshone Tribe or other federally recognized Tribes, in accordance with Tribal employment policies.

DUTIES AND RESPONSIBILITIES

- Provide crisis intervention services for victims of domestic violence, sexual assault, stalking and/or sex trafficking on the Wind River Indian Reservation and surrounding service area.

- Provide services grounded in trauma-informed, culturally responsive, and survivor-centered approaches that respect Eastern Shoshone traditions and values.
- Serve as a resource for prevention education information. Maintain and update prevention material as needed.
- Assist the Program Manager in facilitating/coordinating support groups.
- Attend community meetings, events, and resource fairs under the direction of the Program Manager to support and further outreach efforts and provide the community with education about available services.
- Maintain records and submit reports documenting clients and services provided.
- Contribute to the cleanliness and organization of shared offices and shelter.
- Be comfortable navigating basic computer skills including email, word processing, and data entry; training will be provided if needed.
- Participate in a rotating on-call schedule shared among staff, including nights, weekends, and holidays.
- Attend required staff meetings, conferences and staff development seminars to stay informed on issues related to the job, including 40-hour advocacy training. Grant-funded travel is provided.
- Perform other duties as assigned to maintain and enhance the operation of the program.

PERFORMANCE STANDARDS AND EVALUATION FACTORS SHALL INCLUDE BUT NOT BE LIMITED TO THE:

- Ability to maintain client confidentiality.
- Ability to maintain dependable attendance and reliability.
- Ability to conduct research, analyze findings, prepare and present clear and precise recommendations and reports.
- Ability to gather and interpret information from a variety of sources, and to clearly communicate findings and recommendations in writing or in conversation.
- Ability to analyze and compile information and prepare written and oral reports.
- Skill in establishing and maintaining effective working relationships with Tribal departments and employees.

QUALIFICATIONS

- Preference is given to applicants with an Associate's degree in Human Services, Criminal Justice, or equivalent field of study.

- Preference of a minimum of one year's experience with domestic violence/sexual assault programs or similar crisis intervention work.
- Training or willingness to be trained in trauma-informed care, historical trauma, and culturally grounded victim advocacy.
- Ability to maintain emotional boundaries and manage the impacts of secondary trauma, with a commitment to self-care and reflective practice.
- Required to possess a valid driver's license, and vehicle liability insurance including having clearance for coverage under the Tribe's vehicle insurance plan.
- Must be able to pass a criminal background check under the Indian Child Protection and Family Violence Act and the Adam Walsh Law.
- Knowledge and understanding of local tribal communities and knowledge of Native American history, culture, traditions, and tribal government.
- An understanding of gender-based violence and its disproportionate impact on Native women and Two-Spirit people
- Skilled in public speaking, written and oral communication, and interpersonal relations.

SPECIAL REQUIREMENTS:

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.

Pre-employment applicants being considered for employment or a political appointment must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Eastern Shoshone Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 60 days.

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.
- Applications are available online at easternshoshone.org and can be sent via email to lmorgan@easternshoshone.org 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.