

# Yakutat Tlingit Tribe

606 Forest Hwy. 10 \* P.O. Box 418 \* Yakutat, Alaska 99689  
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## JOB ANNOUNCEMENT

**POSITION TITLE:** Domestic Violence Advocate  
**POSITION LOCATION:** Yakutat Tlingit Tribe  
**SUPERVISOR:** ADMIN/Court Administrator  
**POSITION DETAILS:** Grant Funded 3 Years. Full Time with Benefits  
**FRINGE BENEFITS:** 401K, Medical/Dental/Vision, Generous Leave Package  
**OPEN DATE:** 12/2/2019  
**CLOSE DATE:** Open Until Filled

### POSITION SUMMARY

Under direction, coordinates the immediate and ongoing needs of victims of domestic violence and other crimes against Alaska Native/American Indian women/men. Coordinates support for the victims and performs other work as required. The incumbent will lead the way by empowering victims of domestic violence to move from crisis to confidence. This position requires strict confidentiality and is victim centered. You may be required to testify in court proceedings against perpetrators of crime and as such you could find yourself in direct conflict with friends and family. Being able to separate friends and family from the job is critical in delivering the needed care to victims of crime.

Successful applicant must have the willingness to learn the policies, procedures, and operational guidelines that impact the judicial system in Alaska and Tribal Courts. Requires the ability to organize multiple projects, deal effectively with the public, communicate effectively both verbally and in writing, and work as a member of a group or independently.

### QUALIFICATIONS:

- High School Diploma or GED. Associates Degree preferred. Knowledge and Experience can be substituted upon approval.
- Valid Alaska Driver's License and Ability to successfully pass background check
- Knowledge of all applicable state and federal laws and regulations.
- Knowledge of community needs, problems, and resources. Sensitive to diverse culture and quality care standards.
- Ability to speak, write, listen, and communicate effectively, meet and deal effectively with general public, establish and maintain cooperative working relationships, demonstrate effective leadership and meet deadlines.
- Ability to maintain positive and professional relationships with families and maintain confidentiality.
- Knowledge of computer software applications including MS Word, Excel, Power Point or other database programs.
- Must protect and maintain confidentiality of clients.
- Ability to follow directions and to make decisions independently.
- Ability to work productively with outside agencies.
- Demonstrated success in grants management
- Grant writing skills desired but not required. YTT will provide training in this area if unskilled.

To Apply: Applications can be picked up at the YTT Government Center. Please submit full applications at YTT Government Center or email to [MSchumacher@ytttribe.org](mailto:MSchumacher@ytttribe.org).

NATIVE AMERICAN PREFERENCE WILL BE APPLIED TO HIRING OF THIS POSITION AS DEFINED IN TITLE 25, US CODE, CHAPTER 14, SUBCHAPTER V, SUBSECTION 273 AND 274. WE ARE AN EQUAL OPPORTUNITY EMPLOYER WITH PREFERENCE GIVEN TO QUALIFIED NATIVE AMERICAN/ALASKA NATIVE APPLICANTS IN ACCORDANCE WITH FEDERAL LAW AND TRIBAL POLICY.

POSTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**MISSION** To preserve, maintain and protect the unique culture, land & resources of Yakutat Tlingit people; to maximize our social, health & well-being while creating economic development benefits to all tribal members.

