

Yakutat Tlingit Tribe

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JOB ANNOUNCEMENT

POSITION TITLE: Crime Victim Advocate
POSITION LOCATION: Yakutat Tlingit Tribe
SUPERVISOR: ADMIN/Court Administrator/477 Director
POSITION DETAILS: Grant Funded. Full Time with Benefits
FRINGE BENEFITS: 401K, Medical/Dental/Vision, Generous Leave Package
OPEN DATE: 7/10/2020
CLOSE DATE: 7/31/2020

POSITION SUMMARY

Under direction, coordinates the immediate and ongoing needs of victims of domestic violence, sexual assault, elder abuse, sex trafficking 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, child abuse, sexual assault, and human trafficking 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:

- Justice related Associates Degree/Paralegal Studies Required. Active degree seeking students in Justice related studies acceptable. Records Management Training and HIPPA training REQUIRED.
- To be considered for employment, candidate must have taken and passed Online Victim Assistance Training (or similar) through Office for Victims of Crime and possess or have applied for Provisional Credential in Victim Advocacy through the National Advocate Credentialing Program (NACP).
- 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 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, PowerPoint, or other database programs.
- Must protect and maintain confidentiality of clients.
- Ability to follow directions and to make client services funding decisions independently.
- Ability to work productively with outside agencies and in small internal work groups REQUIRED.
- Demonstrated success in justice related grants management REQUIRED.
- 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.

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.

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.

POSTED BY: Nathan Moulton

DATE: 7/10/2020

