

# Yakutat Tlingit Tribe

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

POSITION TITLE: Crime Victim Advocate  
DEPARTMENT: YTT Tribal Court  
SUPERVISOR: YTT Tribal Court Administrator  
POSITION DETAILS: Grant Funded until April 2022. Full Time with Benefits  
FRINGE BENEFITS: 401K, Medical/Dental/Vision, Generous Leave Package  
WAGE: DOE  
OPEN DATE: 06/16/2021 CLOSE DATE: OPEN UNTIL FILLED

### POSITION SUMMARY

Under the direction of the Tribal Court, coordinates the immediate and ongoing needs of victims of domestic violence, sexual assault, elder abuse, sex trafficking, and other crimes. The successful applicant will be managing and fulfilling reporting obligations for the Crime Victim Services Grant, the Tribal Safe House Grant, and the Crime Victim Office Grant.

The incumbent will lead the way by coordinating support for, and empowering victims of domestic violence, child abuse, sexual assault, and human trafficking to move from crisis to confidence – which includes overseeing the operation of the Tribal Safe House. 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.

The successful applicant must have the willingness to learn the policies, procedures, and operational guidelines that impact the judicial system in Alaska and Tribal Courts. This position 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.

### MINIMUM QUALIFICATIONS

- High School Diploma, some College preferred.
- Valid Alaska Driver's License and ability to successfully pass background check.
- Knowledge of all applicable state and federal laws and regulations.
- Grants management experience or similar project management experience required. Grant writing skills desired but not required.
- 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.
- Successful Applicant must complete Records Management Training, HIPPA Training, and Online Victim Assistance Training in the first three months of employment.

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

DATE:

