

# Yerington Paiute Tribe VACANCY ANNOUNCEMENT

## Position Classification and Description

Tribal Council Approved:



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| <b>POSITION TITLE:</b> | <b>Violence Prevention Advocate</b>        |
| <b>SUPERVISOR:</b>     | Victim Services Program Director           |
| <b>WAGE:</b>           | 13.0 \$14.63 to 15-0 \$16.13 – 40 Hrs./Wk. |
| <b>CLOSING DATE:</b>   | Open Until Filled                          |

### **POSITION SUMMARY:**

The primary function of the position is to provide direct services, advocacy, and coordinate emergency related services to victims of domestic violence, dating violence and sexual assault. This position will also proactively work with the Tribal and surrounding area community focusing on education, outreach and prevention.

### **DUTIES:**

- Coordinate and develop education and prevention activities to raise awareness about domestic violence indicators and resources available among the tribal community;
- Create brochures, flyers, advertisements, public service announcements, and develop and manage a quarterly newsletter that will provide education to the community and public;
- Create and conduct informative presentations and workshops relating to domestic violence, dating violence and sexual assault awareness for community youth and other members of the community;
- Receive and answer phone calls from victims of domestic violence and other victims of crime and provide information utilizing excellent customer skills. 24-hour crisis intervention and call-out availability as needed.
- Process program intakes, conduct initial assessments, and provide crisis intervention;
- Work closely with tribal law enforcement, tribal human services, tribal court system, and other related Native American and non-Native American related agencies and organizations to develop a network of resources available to clients and victims;
- Maintain the highest degree of confidentiality and professionalism always;
- Assemble confidential client files and maintain accurate records of services provided i.e. food cards, clothing, and transportation assistance provided;
- Promote the program and services available through program newsletter, Tribal newsletter, social media, etc.;
- Network with other organizations, social service agencies, tribes and nonprofits to promote the program;

- Participate in quarterly advocate meetings, advisory board meetings, child protection team meetings and other meetings as designated;
- Assist with clerical and administrative duties within the department such as answering phones, filing, copying, and record keeping;
- Perform other duties as assigned.

## **QUALIFICATIONS**

- High School Graduate or GED certification required.
- One-year previous work experience dealing with victims of domestic violence, sexual assault, stalking. Consideration may also be given to those who have experience working with high-risk families and children of diverse cultures and communities.
- Excellent computer word processing, power point and publisher skills.
- Must be willing to obtain training, which may include overnight and out of state travel.
- Excellent communication skills written and verbal, with some experience conducting public presentations, training workshops or public speaking.
- Must be a team player who is willing to learn, cross-train and assist in expanding services to victims of crime.
- Must be available for 24-hour crisis-intervention and call outs as needed.
- Must maintain strict confidentiality.
- Possess a valid Nevada driver's license.
- Pass pre-employment drug screen and background investigation.
- Able to lift 40lbs or more.

### **HOW TO APPLY:**

1. Complete an application by contacting our Human Resources Director below.
2. All applications must accompany a 3-year DMV history, high school diploma/Equivalent or College Degree.

**Human Resources Department**  
171 Campbell Lane  
Yerington, NV 89447  
775-783-0200 Ext. 171  
Fax: 775-627-9022  
Email: [hrdirector@vpt-nsn.gov](mailto:hrdirector@vpt-nsn.gov)

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**Please note:** *Preference may be given to qualified Native American applicants under CFR, Subpart M, Part 273, Subpart D, 273.45. Must pass and comply with the PL101.630-Indian Child Protection and Family Violence Protection Act. (if applicable)*