



PYRAMID LAKE PAIUTE TRIBE

PO BOX 256
NIXON, NEVADA 89424

JOB ANNOUNCEMENT

VICTIM SERVICES VICTIM ADVOCATE

Date Posted: 02/12/2025.

"Our Mothers' House-Tamme Pea Nobe," Wadsworth, NV

Date Closes: 02/27/2025.

\$22.10 - \$24.38 hr. Regular, Full-Time, Non-Exempt

Class Code: 371, Grade 16, Step 1-3; DOE

DEFINITION: Provides direct assistance to all victims of crime, including secondary victims.

DUTIES & RESPONSIBILITIES:

- Assist with intakes for all victims of crime. If eligible, assist with Nevada Victims of Crimes application and process.
- Provides crisis intervention, emotional support and related assistance as indicated.
- Assist victims in accessing resources available to them including, but not limited to, shelters, counseling, medical services, law enforcement, restraining orders, and the legal system.
- Provide crisis intervention and emergency assistance, conduct immediate needs assessment and provide in ongoing emotional support, encouragement and information to victims as needed; provide accompaniment during court proceedings, as needed; update victims regarding the ongoing status of criminal proceedings and any scheduled hearings.
- Coordinate interviews between investigating officers and victims. Provide support to victims and their family during interviews; explain the criminal justice system and victim's rights.
- Transport victims and children to medical, counseling, therapeutic and/or psychological appointments, and accompany clients to shopping area and to appointments, programs. Assist in delivering emergency supplies and services such as food, transportation, and childcare for victims of crimes.
- Available on an on-call basis for response to walk-in victims, phone emergencies, and those seeking initial services.
- Assist victims with preparation of forms, such as request for protective orders, restraining orders, restitution, and all other processes designed to assist and protect the rights of victims. When requested from the victim, confer with law enforcement officials and prosecutors on the status of cases; orders, Advocate on the behalf of victims to ensure their needs are addressed within the community and criminal justice system.
- Provide victims with follow-up information relating to case status/disposition information such as charges filed, status of criminal proceedings and hearings, term and conditions of probation, parole hearings and release information.
- Promotes the program through community presentations; performs outreach to identify victims eligible for assistance.
- Provide information and referrals to other agencies and community services. Follow up services.
- Accepts responsibility for and ensures compliance with applicable grant funding requirements.
- Helps to maintain accurate records according to grant and tribal policy.
- Attends staff meetings, case reviews and trainings, and continuing education programs as required.
- Adheres to policies and procedures and guidelines of the Tribe, including representing the Tribe in a professional manner.
- Provide assistance to victims involved in proceedings, such as orientation to court procedures, transportation and emotional support.
- Attend staff meetings, local community meetings as required, participate in training programs, courses and other avenues of professional growth relative to the program. Keep statistical data on services performed.
- Perform other duties as required.

MINIMUM QUALIFICATIONS:

- Knowledge of the dynamics of abusive relationships, and sexual assault; problem solving; crisis intervention; individual and group counseling; communication and listening techniques, local, state, federal and private program resources and agencies; general protection measures for victims.
- Skill in modern office procedures; basic computer applications; correct English usage, Grammar and punctuation; record keeping; organization; basic interviewing; calming victims fears; problems resolution; professional conduct.
- Ability to: communicate clearly and concisely, both orally and in writing; work with minimal supervision; listen and respond with empathy under stressful situations; establish and maintain effective working relationships with those contacted in the course of work including Trial Officials, agencies and coworkers; exercise good judgment, courtesy, and tact in dealing with people; react with appropriate sensitivity to the emotional, cultural and special needs of families; conscientious of work at hand; understand and follow directions; deal with crisis situations in a calm, mature and sensitive manner; respect and adhere to strict rules of maintaining privacy and confidentiality of sensitive matters; identify needs; record data and complete/maintain necessary documentation.
- Must have a strong commitment and respect for victims of crime.
- Must receive health clearance from qualified medical personnel and required immunizations within the first 30 days of employment. Must obtain First Aid/CPR within three-month probationary period or at first opportunity.
- Must be at least 21 years of age. Must possess a current Nevada Driver's License, good driving record and be insurable under the Tribe's vehicle insurance policy.
- Must favorably pass a thorough background investigation.

REQUIRED EXPERIENCE & TRAINING:

Associate's degree or equivalent in criminal justice, social work, or related field; or High School Diploma or equivalent and two years prior experience in criminal justice, social work, victim advocacy related experience.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, Extension 1132.

The Pyramid Lake Paiute Tribe is a drug free workplace. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. . In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.