

Burns Paiute Tribe

Domestic Violence Advocate

Job Title:	Domestic Violence Advocate
Department:	Social Service
Reports to:	Social Service Director
FLSA Status:	Non Exempt
Opens:	May 19, 2025
Closes:	Open till Filled
Salary:	DOE

POSITION SUMMARY

Assists victims of domestic violence and promotes trust and communication between the victims and the Burns Paiute Tribal Court as the cases proceed through the criminal justice system. Responds to incidents of domestic violence to provide support and resources to the victim. Provides education and coordinates training to the Burns Paiute community in regards to domestic violence, sexual assault and dating violence.

DUTIES and RESPONSIBILITIES

- Be trained as a Victims Advocate.
- Responds to incidents of domestic violence and provides support and resources to the victim. Explain right to victim.
- Assists victims in knowing their rights about obtaining an Order of Protection and what to do when the Order is violated.
- Prepares the victim for court testimony and accompanies the victim to court, providing child care if necessary.
- Maintains regular office hours for meeting with victims to make it easier for the victim to initiate criminal proceedings.
- Obtains full and complete statements from victims as well as medical releases to provide necessary evidence for prosecution.
- Provides referrals to victims for counseling, support groups and financial assistance to better support the victim.
- Serves as liaison with law enforcement agencies to insure their Domestic Violence policies are the same as the County's.
- Serves as liaison to the Probation and Court Services department to inform, educate and support their efforts in these cases.
- Provide education to community members on DV, sexual assault, dating violence, & stalking
- Provide policy and procedures for program, update victims' rights brochures and provide up to date information to Tribal Police.
- Provide newsletter articles on DV, sexual assault, dating violence & stalking. Coordinate woman support groups.
- Provide semi-annual and annual progress reports..

EDUCATION or EXPERIENCE REQUIREMENTS

- Bachelor of Arts from an accredited institution in social services or a related field, and two years of relevant experience in alcohol and drug prevention work, or any satisfactory combination of education, experience and training which demonstrates the knowledge abilities and skills listed below.

OTHER DESIRED QUALIFICATIONS

Knowledge of: Principles of substance abuse prevention, coalition building, planning, community development, systems development, program evaluation and community organization.

Ability to: Establish and maintain records, reports, statistical data, effectively coordinate a variety of established policies and procedures, establish new policies when applicable, use initiative and judgment in completing tasks and responsibilities. Involve individuals and community partners and community at large to achieve prevention objectives.

Skill in: Community partnering, facilitation, convening, network building, resource development, managing performance measurement systems, leadership, public speaking skills and the ability to communicate verbally and in writing with a wide variety of people. Gathering, assembling, analyzing and disbursing data for system planning and development. Monitoring fiscal record keeping and overseeing contracts for compliance.

INDIAN PREFERENCE

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applications meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

Successful Candidate must:

- Submit to, and pass a drug test
- Agree to a criminal background check
- Sign confidentiality clause
- Be insurable to operate tribal vehicles (3-year clean driving record)
- Must be a certified prevention specialist or capable of obtaining this within six months.

HOW TO APPLY:

Return completed Burns Paiute Tribe Application, cover letter, resume, and education transcripts to:

Human Resources Director
100 Pasigo Street
Burns, OR 97720

Telephone: 541-573-8013
Fax: 541-573-2323

Email: hr@burnspaiute-nsn.gov

Application for employment available at 100 Pasigo Street, Burns, OR 97720 Monday - Friday 8-5pm or request one via email:.

Job Application: [BPT Application](#)