

**Inter-Tribal Council of Nevada, Inc.**  
**Family Violence Prevention Program Job Description**

<b>Job Title:</b>	Violence Prevention Advocate
<b>Department:</b>	Family Violence Prevention Program –Sparks Office
<b>Reports To:</b>	Family Violence Program Director
<b>FLSA Status:</b>	Non Exempt Temporary – Eligible for Overtime
<b>Pay Grade:</b>	\$15.00 per hour/NOT to exceed 40 hours weekly

**SUMMARY:** Under the direct supervision of the Program Director, the Violence Prevention Advocate will 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 tribal communities and non-tribal agencies focusing on education, outreach and prevention. This is a full time position working 40 hours per week and requires frequent overnight travel.

**ESSENTIAL FUNCTIONS including but not limited to:**

- Advocacy and provide emergency services victims of domestic violence, processing program intakes, conducting initial assessments, and providing crisis intervention;
- Work closely with tribal law enforcement, tribal social services, tribal court systems, and other related Native American and non-Native American related agencies and organizations to develop a network of resources available to clients and victims;
- Maintaining adequate participant data, financial records, monthly expenses, and statistical information for grant reporting and audit purposes;
- Travel to outlying and rural tribal communities to conduct presentations, training workshops, and assist victims seeking assistance from program;
- Maintain the highest degree of confidentiality and professionalism at all times;
- Assisting with annual, quarterly, and monthly grant reporting regarding participant numbers, services provided, and areas served;
- Promote the program and services available through media, social media, and other mainstream outlets;
- Networking with other organizations, social service agencies, tribes and nonprofits to promote the program and expand program visibility in the communities and rural areas;
- Participate in and represent program at outreach, networking, and training events throughout the community, and providing information about services available;
- Participate in monthly staff meetings and provide feedback and information;
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Must have a valid Nevada Driver’s License and reliable transportation;
- A Bachelor’s Degree in psychology, education, or social work;  
Or at least two (2) years of experience working in the domestic violence, sexual assault, family violence or social service related field;
- Prior experience working for a grant funded program;
- OR an equivalent combination of education and experience.

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**REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:**

- Must be available for frequent overnight travel to outlying areas and rural communities;
- Must be proficient with Microsoft Office with proficiency with Excel, Word, Outlook and PowerPoint;
- Ability to be on-call for client and victim calls 24 hours per day, 7 days per week;
- Must have excellent communication skills both verbal and written;
- Ability to conduct presentations, training workshops, informational seminars and public speaking;
- Knowledge of local resources available to victims of domestic violence, sexual assault, and dating violence;
- Ability to work independently and as part of a team;
- Ability to provide excellent customer service both internally and to clients and victims;
- Must be able to work in a fast paced environment with changing priorities;

**Where to apply:**

Candidates must complete an Inter-Tribal Council of Nevada, Inc. employment application. Please include a resume detailing professional experience, education and letters of reference may also be included. Person interested in this career opportunity may obtain an application at: The Inter-Tribal Council of Nevada Located at 680 Greenbrae, Sparks NV 89434. (775)-355-0600

**PREFERENCE:** *Preference in filling vacancies is given to qualified Native American candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 & 473). However, Inter-Tribal Council of Nevada is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions in Section 703 of Title VII of the Civil Rights Act of 1964, amended in 1991.*