



## SWINOMISH INDIAN TRIBAL COMMUNITY

11404 Moorage Way  
La Conner, Washington, 98257-0817  
Phone (360) 466.3163 | Fax (360) 466.5309

### JOB ANNOUNCEMENT

#### Domestic Violence Legal Advocate

#### DV GRANT POSITION

**SALARY: \$13 - \$14 /hour D.O.E.**

**Closes:**

**Part-time: 20 hours/week**

#### **GENERAL FUNCTION:**

The Domestic Violence Legal Advocate (DVLA) will be an individual who has demonstrated a commitment to working with victims of domestic violence, dating violence, sexual assault, and stalking. The DVLA will be retained by the Swinomish Tribe on a part-time, hourly basis.

#### **REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES**

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak workload periods or otherwise to balance the workload.

- Meet with victims to assist in procuring protection and no contact orders
- Educate victims about the criminal justice system and court proceedings
- Provide legal education to clients on specific issues, assist with courtroom preparation and support
- Meet with victims to provide safety planning services, emergency transportation
- Assist clients in gathering information for divorce, separation, child custody, child visitation, and parenting plan court hearings
- Connect victims with tribal community resources available, such as: counseling, emergency housing, scholarship, and bill assistance programs
- DVLA will be responsible for coordination between various tribal departments, and will be “on-call” as needed by the police department, medical clinic, Family Services Department, probation department, prosecutor’s office, life skills program, and drug and alcohol programs to respond to crises as needed
- This position will work in the Swinomish Prosecutor’s Office or the Swinomish Domestic Violence Shelter

### **OTHER DUTIES**

Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

### **SKILLS, KNOWLEDGE AND ABILITIES**

- Good writing skills
- Ability to assist clients in crisis in a professional manner
- Skill in working in tribal communities or in culturally diverse settings
- Should possess valid Washington state driver's license

### **MINIMUM REQUIREMENTS**

- AA degree is required. BA degree is preferred.
- Must successfully complete all domestic violence training (paid) after being hired for this position as a condition of continued employment.
- Must successfully pass a drug screening and background check.
- Basic computer skills in typing, internet, and Microsoft Word are required.
- The ideal candidate will be an individual who has demonstrated a commitment to working with women who are survivors of domestic violence, dating violence, sexual assault, or stalking.
- Prior experience with legal and court documents and procedures is preferred, but not required.

### **EMPLOYMENT CONDITIONS**

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees.

### **APPLICATION INSTRUCTIONS**

- Request an Swinomish Tribal Community application by calling (360) 466-1216,
- (360) 466-7353 or email to [wbill@swinomish.nsn.us](mailto:wbill@swinomish.nsn.us) or [aiedwards@swinomish.nsn.us](mailto:aiedwards@swinomish.nsn.us).
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Include the completed Swinomish Tribal Community application form. **Do not write "see resume"** on the application.
- Return cover letter, resume, and application to Wayne Bill, H.R. Director by 5:00pm on closing date:

**Swinomish Tribal Community  
Human Resource Office  
11404 Moorage Way  
La Conner, WA. 98257**

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. All offers of employment are contingent on the successful completion of a drug and alcohol screening. This position involves regular contact with or supervision over Indian children and a successful applicant must meet minimum standards of character based on a background check.