



**The Klamath Tribes**  
501 Chiloquin Blvd/P.O. Box 436  
Chiloquin, Oregon 97624

Phone: (541) 783-2219  
HR Fax: (541) 783-2836

**OPEN: 11/21/23  
UNTIL FILLED**

EXEMPT   
NON-EXEMPT

**POSITION DESCRIPTION**

**POSITION:** HEALING WINDS ADVOCATE

**RESPONSIBLE TO:** Healing Winds Program Manager

**SALARY:** Step Range: 15-34; Full Benefits  
Salary Range: \$41,687 - \$73,098  
Hourly Range: \$20.04 - \$35.14

**CLASSIFICATION:** Non-Management, Regular, Full-Time

**LOCATION:** Klamath Tribes Administration  
501 Chiloquin Boulevard  
Chiloquin, OR 97624

**BACKGROUND:** P.L. 101-630 level background

**POSITION OBJECTIVES**

The Healing Winds Advocate primary purpose is to respond to victims which may be in crisis, emergency situations, or recently experienced severe trauma. The Healing Winds Advocate must undergo and maintain grant-required training (e.g. advocate and confidentiality) in order to provide appropriate support, response, and case management to victims of certain crimes. Incumbent will provide intensive case management services and maintain accurate, up-to-date records, detailed case notes, and adjust case plans in accordance with victim's needs.

The Healing Winds Advocate will develop and maintain working relationships with various agencies, as it relates to advocacy and coordinating resources for victims of crime, including: Klamath County District Attorney Office, Klamath County Sherriff Office, Klamath Falls City Police, Klamath County Circuit Court, Klamath Advocacy Center, Marta's House Shelter, Turtle Cove, KTHFS Youth & Family Guidance Center, KTHFS Wellness Center, Klamath Open Door, Klamath Tribal Courts, District 11 Oregon DHS Office, Oregon Adult Protective Services, and Sky Lakes medical examiners.

This incumbent will receive training to provide services to victims of Domestic Violence, Sexual Assault, Elder Abuse, Dating Violence, Stalking, Human Sex Trafficking, and Survivor of Homicide Victim.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Respond to emotional, psychological, and/or physical needs of crime victims through utilizing training, exhibiting professionalism, coordinating services amongst several entities, facilitating warm hand-offs to other agencies, interagency case management, and assisting victims with accessing assistance from other agencies/programs. Maintain regular contact with victim including phone, virtual, and face-to-face meetings.
2. Assist victims to stabilize their lives after victimization through effective case management. Advocate will assess needs, strengths, skills, barriers, and challenges specific to each victim. Advocate will assist with identifying services, support, therapeutic, and rehabilitative programs beneficial to each victim. Assess and document transitional/ongoing career and life goals using the client's skills, strengths and work history necessary to achieve self-sufficiency.
3. Provide emergency transportation to court, short-term childcare assistance, temporary housing, transitional housing, and assist with identifying or procuring security measures for victims as appropriate.
4. Assist victims to understand and participate in the criminal justice system, civil court processes, or family court hearings.
5. Restore a measure of security and safety for the victim through effective safety planning. Provide timely and accurate assessment of victims' safety needs and provide/initiate intervention services that maximize safety and minimize risk.
6. Responsible for fulfilling "information and referral" grant activities including: providing information about criminal justice process; victim rights, and how to obtain notifications, referral to other victim service programs, and referral for services, supports, and resources. Assist potential recipients in seeking crime victim compensation benefits.
7. Responsible for fulfilling "personal advocacy/accompaniment" grant activities including: victim advocacy/accompaniment to emergency medical care, forensic exam, law enforcement interview; individual advocacy, short term child/dependent care assistance, and transportation assistance to participate in court hearings.
8. Responsible for fulfilling "emotional support or safety services" grant activities including: crisis intervention (safety planning), support groups, traditional/cultural therapy (e.g. tribal best practices), and emergency financial assistance.

9. Responsible for fulfilling “shelter/housing services” grant activities including: referral to emergency shelter or safe house, referral or coordinating transitional housing, and referral or coordinating relocation of victim outside Klamath County.
10. Responsible for fulfilling “criminal/civil justice system assistance” grant activities including: notification of offender case/incarceration status, assist with victim impact statements, restitution assistance, obtaining protection or restraining order, and advocacy or accompaniment to prosecution interview.
11. Maintain thorough and accurate quantitative data, individuals served, case note narratives, tracking logs, and forms as it relates to daily collection of grant-required data. Data is specific to each grant report and specific to time periods including daily, weekly, monthly, quarterly, semi-annually, and annual information. Provide data and necessary information to supervisor or Healing Winds Administrative Assistant as requested.
12. Maintain an effective filing and record retention system, ensuring accuracy, strict confidentiality and security of all files.
13. Participate in various outreach activities, host community awareness trainings, and inter-agency workshops as it relates to the victim service work of the Healing Winds Program, as determined by supervisor.
14. Attend approved training/conferences and workshops to maintain current knowledge of relevant issues, legal practices, trauma issues and regional tribal and non-tribal practices.
15. Complete necessary training in order to facilitate curriculum to host support groups for victims, as determined by supervisor.
16. Adhere to Klamath Tribes polices and laws, federal laws, funding agency regulations, and Healing Winds policies, procedures, and processes at all times. When providing services ensure that professional boundaries are maintained.
17. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes’ broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes’ Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

### **SUPERVISORY CONTROLS**

Work is performed under the general supervision of the Healing Winds Program Manager. Employee works independently, utilizing training, referencing policies and procedures, and demonstrating initiative. Employee seeks direction from supervisor for unusual problems or matters affecting policy. Work and records are reviewed on a regular basis to ensure program compliance.

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

Knowledge of the STOP Violence against Women Act (VAWA); Victims of Crime Act (VOCA), Oregon Department of Justice Crime Victim and Survivor Services Division (ODSVS), and Office for Victims of Crime (OVC) Tribal Victim Services Set-Aside Program (TVSSA).

Ability to work with angry and/or disgruntled persons in a cooperative and effective manner.

Ability to handle volatile and sometimes dangerous situations with professionalism and safety as a first priority.

Must have above-average written communication skills including attention to grammar, punctuation, diction, objective and third-person narratives.

Must have above average literacy skills to assist victims with completing necessary criminal, civil, and family law court forms.

Knowledge of various court processes, court etiquette, court decorum and ability to explain to victims forms, systems and processes.

Good public relations and interpersonal skills. The ability to meet and deal with a variety of individuals exercising tact, diplomacy and mature judgment.

Ability to collaborate with other Tribal programs and non-tribal agencies as it relates to providing victim services, leveraging resources, and resolving service gaps.

Knowledge of domestic violence, sexual assault, sex trafficking, dating violence, elder abuse, stalking, providing services to survivors of homicide victims, generational trauma, dysfunctional behavior, chemical dependency issues.

Knowledge of evidence-based, tribally/culturally specific service models, or tribal best practices to effectively provide assistance for each type of victim.

Ability to work in a fast paced and stressful environment where incumbent must multitask to complete work assignments and provide timely assistance to victims.

Skill in safe operation of vehicles under all types of weather conditions, traffic situations, and with passenger.

Must be able to lift, move, carry, and maneuver minimum of 35 pounds for extended periods of time.

Must maintain compliance with federal and Tribal laws as it relates to administering a victim service program; must maintain **strict confidentiality** of records and information pertinent to the nature of the work.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

**Minimum Qualifications:** *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.)*
- **REQUIRED** to have an associate's degree in sociology, social services, human services, or related-field **OR** an equivalent combination of education and experience which satisfactorily demonstrates the knowledge, skill, and ability to perform the job duties may be considered in lieu of degree. *(Must submit a copy of diploma and/or transcripts for educational consideration.)*
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to have a minimum of two years of case management experience.
- **REQUIRED** to complete and maintain grant-required training and regulations including but not limited to civil rights training; advocacy training; victim confidentiality; and whistle blower protection.
- **REQUIRED** to work an irregular work schedule outside of normal business hours, as scheduled by supervisor.
- **REQUIRED** to maintain professional boundaries with current victims and previous clients.
- **REQUIRED** to communicate and model respect for and towards all clients, Tribal members, Tribal officials, supervisors and co-workers.

- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

#### **Preferred Qualifications:**

- **PREFERRED** previous work experience involving any combination of crisis response, safety planning, court hearings/processes, navigation services, family dysfunction, intervention services, trauma therapy, or conflict resolution.
- **PREFERRED** previous work experience in a victim service agency or field of work, advocate training, or training in areas of domestic violence, sexual assault, sex trafficking, dating violence, elder abuse, stalking, or providing services to survivors of homicide victims.

#### **INDIAN PREFERENCE**

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

#### **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

#### **APPLICATION PROCEDURE**

Submit The Klamath Tribes **Application for Employment** with all requirements and supporting documentation to:

**The Klamath Tribes  
ATTN: Human Resource  
P.O. Box 436  
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

<b>EMPLOYEE ACKNOWLEDGEMENT:</b>	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
<b>Employee (printed name)</b>	<b>Employee (signature)</b>