

Pit River Tribal Office
36970 Park Ave
Burney, CA 96013
www.pitrivertribe.org



Human Resources Dept.
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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Agnes Gonzalez Tribal Chairperson	Ida Riggins Tribal Vice Chairman	Russell Eleck Recording Secretary	Jolie George Tribal Secretary	Brandy McDaniels Tribal Treasurer	Andrew Mike. Sgt.-At-Arms
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Title: Court Advocate

Classification: Exempt/Full Time

Annual Wage: \$51,000

Reports To: Tribal Administrator

Open until filled

Introduction: The Court Advocate's primary objective is to assist survivors of domestic violence who are seeking help from the judicial system. The advocate's role is to provide safety planning, information about the law, and referral services to survivors. **It is expected that the Pit River Tribe Court Advocate's job performance will incorporate the practice and promotion of Pit River Tribe's core values, which include respect, teamwork, empowerment, and professionalism.**

Essential Duties and Responsibilities:

- Assist survivors of domestic violence who come to court seeking protective orders by providing crisis assessment and intervention, assisting survivors in completing protective order application forms providing information for survivors on legal options and the process to obtain a protective order
- Screen potential clients for appropriateness and eligibility.
- Conduct comprehensive safety planning for survivors and their children that is individualized for each client and consists of ways for the client to remain safe in different situations
- Accompany and advocate for survivors in court during civil proceedings
- Make referrals and connections for appropriate follow-ups to domestic violence services, other social service programs, and the District Attorney's office as necessary, including counseling, group support, legal services, or District Attorney Victim Witness Advocates
- Maintain appropriate and professional boundaries with individuals receiving services
- Establish professional and collaborative working relationships with court personnel and others including, but not limited to, clerks, judges, attorneys, prosecutors, security officers, and victim-witness advocates
- Exercise empathetic and active listening skills
- Work under the empowerment model to inform survivors of their rights and options as a survivor of domestic violence
- Discuss the dynamics of abuse with survivors of domestic violence

- Make Follow-up calls to clients and on behalf of clients to referral sources and at times follow up with law enforcement to verify that protective orders have been served,
- Adhere to confidentiality policies, recordkeeping, and Guidelines/statistical reporting
- Be knowledgeable of changes in local, state, and national law as well as legislative issues relating to the provision of assistance to survivors facing court processes and provide training and support to volunteers
- Collaborate with other advocates and volunteers to assure coverage in New Hope's seven represented District Courts, in accordance with the court coverage agreement
- Complete statistical data reporting as required
- Perform other related tasks as requested by the Senior Advocate and/or Senior Management

Education and experience:

- Bachelor's degree in relevant field or equivalent life/work experience
- Experience working with survivors of domestic violence and/or crime survivors (court experience preferred)
- Knowledge of legal issues affecting survivors of domestic violence
- Valid driver's license and dependable transportation
- Demonstrated ability to work cooperatively with other professionals
- Knowledge of policies and procedures manual and job-related duties

Workplace Environment:

Working Conditions:

Work is performed in a small office with limited storage, filing and work space. Frequent interruptions may occur from staff and community members.

Working Environment:

The environment involves the usual risks and stress of an office environment.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice

Note: This position requires awareness **and** deep appreciation of Indian traditions, customs, and socioeconomic needs. It requires the ability, at all times, to meet and deal effectively in contact with Indian people and organizations. This position requires tact, courtesy, confidentiality, discretions, resourcefulness, and sound judgment in handling sensitive issues.

The Pit River Tribe is an Equal Opportunity employer and actively encourages application from all persons regardless of race, color, religion, sex, age, national origin, marital status, ancestry, sexual orientation, sensory, mental, physical, or other non-disqualifying disability.

Native Preference: Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, US Code, Chapter 14, Sub Chapter V, Section 472 & 473).

Acknowledgment: This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and this position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the right to add, modify, or exclude any essential requirement

at any time with or without notice. Nothing in this position description, or by the completion of any conditions of the employee's job, is intended to create a contract of employment of any type.

Applications and Job descriptions: can be downloaded from the Pit River Tribe website at <http://pitrivertribe.org/tribal-employment/> or from the HR Department at Tribal Administration. All applications must be completely filled out, legible, and with reliable contact information, including your email address if available. Incomplete applications will not be considered. For supervisory, management, or Director positions, it is helpful to include a current resume and cover letter articulating why you would like to work for the Pit River Tribe and how you feel you can best serve in the position opening.

Contact:

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