

## Inter-Tribal Council of Nevada, Inc.



**Job Title:** Transitional Housing Advocate

**Department:** Family Violence Prevention Project

**Salary:** \$16.00 per hour/NOT to exceed 40hours weekly  
Regular/Full time; grade 19; Step(s) 1-20DOE

### **Summary:**

Under the direct supervision of the Program Director, the Transitional Housing Advocate will work with victims of domestic violence, dating violence, sexual assault, stalking and trafficking. The advocate will work closely with the victims and their children and will assist them with safety planning, resources and the implementation of the transitional housing program. This position will also provide education, preventions outreach and prevention to the twenty-seven tribal communities in Nevada. This position also requires frequent overnight travel and requires reliable transportation; valid driver's license, and insurance.

### **Duties and responsibilities:**

- Program intakes, initial assessment and be able to provide crisis intervention for victims of domestic violence, sexual assault, dating violence and other related crimes.
- Ensure grant compliance and timeline activities.
- Create advertisements, public service announcements, and brochures to inform and educate on domestic violence and sexual assault awareness.
- Conduct presentations on domestic violence/sexual assault awareness.
- Office tasks.
- Collaborate with tribal law enforcement, tribal social services, and other Native American and non-Native American programs related to develop and enhance resources for victims.
- Promote program through social media, media and other mainstream outlets.
- Must maintain the highest degree of confidentiality and professionalism, at all times.
- Must be organized, detail oriented, maintain complete and accurate records of documents.
- Will assist in the development of training materials, program brochures and manage quarterly newsletters.
- Must be able to travel throughout the Nevada to assist Nevada tribes, attend various trainings with multiple overnight stays.
- Must be available 24/7 to assist clients at night and/or on weekends.
- Perform other duties as assigned and provide excellent customer service.

**Qualifications:**

- Bachelor's degree in psychology, social work, human services or an equivalent combination of education and or experience.
- Some media and computer program experience required.
- Grant experience preferred.
- Must have a valid driver's license, be insured and insurable.

**Where to apply:**

Candidates must complete an Inter-Tribal Council of Nevada, Inc. employment Application and attach resume.

Person interested in this career opportunity may obtain an application at:

**Inter-Tribal Council of Nevada; 680 Greenbrae Drive Suite 265**

**Sparks, Nevada 89431**

**Or by calling (775) 355-0600**

*Preference in filling vacancies is given to qualified Native American candidates in accordance with Indian Preference Act (Title 25, U.S. Code, Section 472 & 473). However, Inter-Tribal Council of Nevada is an Equal Opportunity Employer and all Applicants will be considered in accordance with Section 703(1) of the Civil Rights Act of 1964, as amended in 1991.*