



EMPLOYMENT OPPORTUNITIES

Job Title: Domestic Violence Shelter Specialist (8 Vacancies)

Closing Date: Open Until Filled

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 27-004

Job Type: Full-Time Regular

Department: Victim Services Department

City: Sacaton, AZ

Location: 48 E. Pima St.

Area of Interest: Victim Services

Salary/ Hourly Rate: \$22.12 - \$27.70

Tribal Driving Permit Required: Yes

DISTINGUISHING FEATURES OF THE CLASS:

The Domestic Violence Shelter Specialist is responsible for providing a therapeutic environment, maintaining a home-like atmosphere, and providing daily care, training, supervision, and the day-to-day responsibilities of working with the residents at the Domestic Violence Shelter. This position provides advocacy, education, and crisis intervention for victims of domestic violence and their children who are residents at the shelter. The Domestic Violence Shelter Specialist assists callers who contact the facility when there is a crisis.

ESSENTIAL FUNCTIONS:

- Provide community support by answering the crisis hotline, which includes supportive listening, offering assistance, resources, and completing all required documentation; Complete intake documentation, room preparation, basic needs, and supportive listening for new arrivals.
- Provide advocacy and case management services by completing assessments, case plans, and safety plans for residents; Assist and coordinate services for residents in obtaining transitional services for housing, employment, removing barriers identified, providing one-on-one education and support for healing.
- Assist in meeting the household needs of the residents; Support residents in daily maintenance and cleaning of their rooms, and common areas by maintaining healthy environment condition in the home; provide supportive listening, help resolve conflict, and assist residents in understanding the shelter guidelines.
- Facilitate support groups and education for residents about domestic violence and sexual assault which includes sessions that foster healing, talking circles, therapeutic art projects, and physical wellness.
- Responsible for following a planned schedule of events, duties, and activities; Maintain program structure by following program rules and procedures; Model appropriate interaction and responsible behavior for residents, including confidentiality, attentiveness to house rules, cleanliness, politeness, conflict resolution, and respect.
- Maintain cleanliness and beautification of the facility indoors and outdoors, which includes organization, inventory, household cleaning, yard work, etc.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of Native American cultures.
- Knowledge of crisis intervention techniques.
- Be of good moral character and have good physical and emotional health.
- Ability to supervise clients indoors and outdoors by standing for extended periods of time
- Ability to lift and carry up to 50 pounds
- Ability to act professionally and efficiently in crisis situation.
- Ability to learn, be non-judgmental and work well with others in a team environment.
- Ability to communicate effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the general public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

REQUIRED EDUCATION AND EXPERIENCE:

- Associate's degree from accredited college or university in Human Services, Social Science, or closely related field and one (1) year experience in domestic violence advocacy or in a residential facility working with trauma survivors or crisis intervention; OR
- Three (3) years' experience domestic violence advocacy or in a residential facility working with trauma survivors or crisis intervention.

ADDITIONAL REQUIREMENT:

- Must be 21 years of age or older
- Will be required to work a rotating schedule; days, evenings, nights, weekends, holidays and provide coverage as needed.
- Required to pass a background check and fingerprint clearance as a condition of employment and must continue to maintain throughout duration of employment.
- Background checks are required for positions that involve regular contact with or control over Community Children in accordance with ***The Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Sections 3201 through 3210 and C.F.R. Part 63*** and positions that have regular contact with the Elderly.
- Must have First Aid & CPR Certification or obtain within 90 days of hire and maintain throughout employment.
- Must be able to withstand the physical and emotional stress of carrying on responsibilities for domestic violence victims.
- Required mandatory reporter pursuant to Title 7, Chapter 2 (7.205), B.
- Required to attend Title 7 Mandatory Reporting training on a yearly basis.
- Must maintain all agency training and certification requirements
- Required to obtain a Tribal Operator's permit. Valid state driver's license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.**

Non-Supervisory, Hourly Position
Reports to Director or designee

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the ***Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)***. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: **www.gilariver.org**