

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2015-70

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION: Crime Victim/Witness Advocate
OPENING DATE: November 18, 2015
CLOSING DATE: December 9, 2015
DEPARTMENT: Office of the Prosecutor/Pueblo Court
SALARY RANGE: NE-10; \$29,682 - \$44,512

Position Summary:

Under the direct supervision of the Pueblo Court Prosecutor, the Crime Victim/Witness Advocate performs a variety of technical, administrative, and entry level social work duties related to planning, organizing, coordinating, and monitoring the victim/witness assistance program. Consistently applies Core Values supporting Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Performs day-to-day delivery of victim and witness services.
- Receives and reviews cases set for court appearance.
- Extracts and records data regarding victims and witnesses.
- Identifies victims and witnesses and conducts interviews to determine level and type of services appropriate to the individual case. Informs victims and witnesses of services available to them under federal, state and Pueblo law.
- Creates and maintains files to monitor level and success of victim and/or witness services, ensuring confidentiality of information.
- Maintains general statistics for the program.
- Addresses victims' immediate needs, including reasonable protection.
- Refers victims to agencies for counseling and support.
- Communicates with victims' employers and creditors if requested.
- Ensures the return of victims' property seized as evidence.
- Works with attorneys in determining proper level and type of restitution and compensation.
- Provides a safe environment to promote effective communications between victims, witnesses, and legal staff.
- Provides victims and witnesses with information on case schedules, tribal court documents, legal advocacy, court procedure, changes in case schedules, status of criminal cases, defendants' pleas, and outcome of trial proceedings.
- Assists victims in preparing and reading Victim Impact Statements.
- Provides victims and witnesses with information pertaining to the length and physical location of incarcerated perpetrators.
- Supplies transportation for victims and witnesses to court hearings, social service appointments, medical appointments, or other necessary appointments.
- Assures witnesses and victims are available throughout the judicial process.
- Follows up on all cases to ensure appropriate services are provided.
- Works and communicates with the U.S. Attorney's Office, U.S. Probation Office, Pueblo Probation Office, New Mexico Crime Victims Reparation Commission, and other Tribal, federal, and state agencies as appropriate.
- Assists the Prosecutor's Office in interviewing victims and witnesses and gathering information for each case.
- Assists the Prosecutor's Office in preparing complaints and warrants related to sex offenses and child protection cases; responds to discovery requests, motions, briefs, jury instructions, court orders, bench warrants, petition notices, subpoenas, stipulations, "imminent danger" processes, etc.
- Attends Pueblo and Federal court arraignments, hearings, and reviews where crime victims are involved, and testifies or speaks on behalf of crime victims when necessary.
- Assists domestic violence victims in filling out Petitions for Orders of Protection from Domestic Abuse.
- Responds to referrals from other entities regarding victim/witness services.
- Conducts workshops in all aspects of victim/witness assistance. Develops and presents information to citizen groups and school groups regarding victim/witness program.

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- Acts as liaison with community support groups.
- Researches resources for potential grants for the Pueblo's Crime Victim Witness Assistance programs; prepares and submits proposals for funding; manages all Victim/Witness Assistance program grants.
- Maintains professional knowledge by conducting research, attending seminars, educational workshops, classes and conferences; conferring with representatives of contracting agencies and related organizations.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Consistently applies the Pueblo's Core Values and Workforce Values supporting Workforce Excellence.
- Performs other duties as required.

Minimum Qualifications:

Bachelor's degree in Criminal Justice, Sociology, Psychology, Social Work, or related field required. Three (3) years of experience working in courts, social services, or related victim/witness advocate capacity required. An equivalent combination of education and experience working in social services, criminal justice, or a court system may be considered. Certified Social Worker and/or Licensed Social Worker preferred. Must obtain Certification of Attendance at Victim Assistance Academy within one year of hire. Fluency in the Laguna language preferred. Must sign a confidentiality statement upon hire.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for the background investigation process. Every governmental operations position is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Crime Victim Witness Advocate is considered a **High Risk Public Trust (HRT)** position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, and Skills:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements, including the Victim and Witness Protection Act and the Attorney General's Guidelines on Victim and Witness Assistance.
- Knowledge of the Pueblo's judicial system.
- Knowledge of the effects and consequences of victimization.
- Knowledge of grant writing and administration.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Ability to communicate effectively in the English language, and preferably in the Laguna language.
- Ability to interact and maintain good working relationships with individuals.
- Ability to work effectively with individuals and demonstrate leadership and team-building skills.
- Ability to work as a team member in a structured working environment.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
- Ability to work extended hours and various work schedules and be able to work on a 24-hour on-call basis as required.
- Ability to analyze situations and adopt appropriate courses of action.

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- Ability to make solid decisions and exercise independent judgment.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to demonstrate excellence in everything, and continually seek improvement in results.
- Ability to prepare accurate, complete and legible reports and present detailed, oral presentations.
- Ability to integrate training, experience, and common sense sufficient to identify potentially dangerous situations, make effective logical decisions, and exercise the appropriate measure of tact or force to resolve the situation with minimum injury to self or other persons or minimum damage to property involved.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands.
- Skill in operating business computers and office machines.
- Skill in making effective decisions in emergency situations.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in drafting legal memoranda.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POLemployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES