

**Job Title:** MMIW Advocate/Educator  
**Department:** Office of DV/SA Prevention Program  
**Reports To:** Office of DV/SA Prevention Program Manager  
**Salary Level:** Negotiable/DOE  
**FLSA Status:**  
**Approved By:** Chief Executive Officer  
**Approved Date:** September 2020

**GOALS FOR POSITION:** Provide prompt and courteous patient service.

**SUMMARY:** To provide direct services of families of victims of Missing and Murdered Indigenous Women and Girls and to assist Program Manager with developing safe strategies.

**FUNCTIONS & RESPONSIBILITIES:**

- Must have the ability to provide crisis intervention, safety planning, emergency shelter, safe housing and related assistance.
- Will be able to assist families with working the Victims of Crime Office's for additional services and able to provide court advocacy and work with other service providers (Federal, Local, and State).
- Will make referrals to appropriate tribal and community service providers and outreach.
- Must maintain client confidentiality and records.
- Provide statistical data for funding agency reporting and grant modifications.
- Will attend meetings, workshops, and trainings.
- Must be able to organize events, and educational workshops on MMIW activities and updates
- Must have computer and grant reporting experience in GMS.
- Must be able to work with the public and have strong communication skills.
- Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**BASIC REQUIRED ABILITY:**

**JOINT COMMISSION RESPONSIBILITIES:** Responsible for helping to prepare, achieve, and maintain accreditation by the Joint Commission on Accreditation of Healthcare Organizations. By serving on the various performance improvement subcommittees individual employees are directly involved in the generation or modification of policies & procedures that enable KMC to provide continuously improving healthcare.

**PUBLIC RELATIONS/ADVANCED INTERPERSONAL SKILLS:** Addresses clients by name; smiles when talking to clients, physicians, peers, and families; answers the telephone courteously and promptly; identifies self and department when answering the telephone using pleasant voice tone/verbiage; possesses excellent listening skills; interacts with clients and peers.

**COOPERATION:** Must be a self-starter; seeks solutions; accepts constructive criticism; willing to adjust to changes; loyal to K'ima:w Medical Center.

**PROFESSIONALISM:** Shows pride in personal appearance and grooming; displays a positive attitude about work; respects the confidentiality of clients; and is congenial with public and peers.

**INITIATIVE:** Willing to participate in continuing education programs; asks questions; contributes during staff meetings; serves on K'ima:w Medical Center committees as appointed; demonstrates a desire for self improvement.

**JOB SPECIFIC SKILLS & ABILITIES:**

- Ability to maintain client confidentiality and confidential records.
- Ability to keep accurate statistics, to compile, and to report to funding agencies.
- Ability to develop forms, brochures, and outreach materials, and policy for the program development.
- Ability to work well with others and participate as an active member of a team.

**EDUCATION and/or EXPERIENCE:**

- Associate Degree in Criminal Justice or Social Advocacy, or
- Associate Degree and three years of advocacy experience as an educator or outreach specialist in a closely related field, or
- Bachelor degree in Social Work, Education, Law Enforcement, or related Field or
- 5 Years experience in education or outreach in a social work capacity.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- 40 Hours of Advocacy Certificate
- ISSA Certificate
- A valid California Driver's License
- Current CPR Certificate.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos. one-on-one and small group situations to customers, clients, and other employees of the organization. Demonstrated knowledge of grammar, spelling, punctuation and common technology.

**REASONING ABILITY:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**CONFIDENTIALITY:** Employee must be aware of and adhere to K'i'ma:w Medical Center's Confidentiality Policy and deal appropriately with patient confidentiality at all times.

**CONDITIONS OF EMPLOYMENT:** Employee is subject to baseline and random drug testing per the Hoopa Tribal Drug & Alcohol Fit for Duty Policy. Employee will serve a 90-day introductory period. Employee is subject to introductory and semiannual performance evaluations. Preference will be given to qualified Indian applicants pursuant to the Tribe's TERO Ordinance.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to blood borne pathogens, airborne formites, infections and other contagious diseases and outside weather conditions. The noise level in the work environment is usually moderate.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource Director

**ANNUAL TRAINING REQUIREMENTS:** At a minimum Employee is required to be certified for the following training: 1) KMC Annual Orientation, to include Infection Control, Safety, Personnel Policies, 2) CPR Every Two years, and 3) Health Stream annually.