



QUECHAN INDIAN TRIBE
Ft. Yuma Indian Reservation
HUMAN RESOURCES DEPARTMENT
P.O. Box 1899 • Yuma, Arizona 85366-1899
Phone (928) 977-2727
Fax (760) 572-2961

POSITION DESCRIPTION

Position: Victim Services–Victim Advocate
Quechan Social Services

Salary: \$54,080.00–\$64,854.40 Exempt

Opening: Wednesday, September 16, 2026

Closing: Tuesday, September 29, 2026

BASIC FUNCTIONS:

Under the direct supervision of the Social Services Director, the incumbent will serve as an advocate to victims of domestic situations involving Native American women residing on or near the Fort Yuma Reservation. The incumbent provides crisis intervention, victim advocacy, case management, safety planning, court advocacy, community education, and coordination of services for eligible victims while ensuring compliance with Tribal, Federal, State, and grant requirements.

The Victim Services Advocate serves as the lead professional responsible for the daily administration, coordination, and oversight of the Victim Services Program. Under the direction of the Social Services Director, the incumbent exercises direct supervision over assigned staff and is responsible for ensuring program accountability, quality assurance, continuity of services, and compliance with applicable Tribal, Federal, State, and grant requirements.

The Victim Services Advocate is responsible for program planning; grant administration; fiscal oversight; required program and fiscal reporting; data collection; performance measurement; interagency collaboration; implementation of departmental policies and procedures; and direct supervision of the Victim Advocate Assistant. Supervisory responsibilities include assigning work, reviewing case documentation, providing technical guidance, monitoring compliance with departmental policies and grant requirements, conducting case reviews, employee coaching and development, completing performance evaluations, administering corrective action when appropriate, and preparing personnel recommendations for review by the Social Services Director and Human Resources.

The incumbent shall also work collaboratively with the Social Services Administrative Assistant, who serves as the Social Services Director's administrative designee for departmental coordination. The incumbent shall provide timely information, documentation, reports, scheduling updates, records, and other administrative support as requested by the Social Services Director or through the Social Services Administrative Assistant acting on the Director's behalf to ensure the efficient operation of the Social Services Department.

The incumbent will also consult regularly with members of the Women's Advisory Group regarding services provided, data collection and reporting, prevention activities, grant requirements, and ongoing program planning.

This position requires the full understanding and active participation of our employees to demonstrate behavior to work effectively, patiently, and positively with our Management, Children, Parents, Co-workers, and others by being courteous, conscientious, and kind-spirited.

DUTIES & RESPONSIBILITIES:

- Must be culturally sensitive to a diverse customer population and able to interact tactfully and positively with Tribal Members and all levels of staff and management.
- Provide crisis intervention and comprehensive services including emotional support, risk assessments, safety planning, transportation arrangements, and case management; accompany victims to medical, legal (including Tribal, State, and Federal Court proceedings) and law enforcement appointments; assist in securing protective orders and other court-related protections; and provide emergency food, shelter, benefits information, referrals, and advocacy services.
- Assess imminent risks for the victim's health and safety and make appropriate referrals.
- Participate in case staffing and consultations.
- Provide day-to-day supervision of the Victim Advocate Assistant, including assigning work, reviewing case documentation, providing technical guidance, monitoring compliance with departmental policies and grant requirements, conducting case reviews, providing employee coaching and training, completing performance evaluations, and preparing personnel recommendations for review by the Social Services Director and Human Resources.
- Conduct domestic abuse training and awareness programs.
- Coordinate and provide transportation as needed.
- Orient victims to the criminal justice system by explaining procedures and status of criminal proceedings or cases; provide court support to victims.
- Promote the Victim Assistance Program through community and organizational in-service workshops and meetings.
- Facilitate regular Women's Advisory Group meetings regarding program service delivery.
- Maintain data records on current orders for protection, restraining orders and other related court orders or release notices for the protection of the victim(s).
- Create education and prevention campaigns that are designed to inform community members about domestic violence, dating violence, sexual assault, stalking and other services by preparing awareness posters, service brochures, editorials, newspaper articles, PSAs, radio/TV ads, videos, fact sheets and other educational materials.
- Maintain current knowledge of the Violence against Women Act (VAWA), the Victims of Crime Act (VOCA), Tribal, Federal, and State laws, regulations, and best practices applicable to the Victim Services Program.
- Maintain accountability for all grant-funded expenditures, emergency assistance funds, gift cards, vouchers, client assistance, donated property, inventories, and other program resources in accordance with Tribal policies, grant requirements, and generally accepted accounting principles.

- Maintain complete and accurate financial and program documentation supporting all expenditures, client assistance, reimbursements, inventories, receipts, and fiscal transactions; promptly reconcile records and immediately report discrepancies to the Social Services Director.
- Ensure proper internal controls are maintained over all of the program funds, client assistance, inventories, and financial documentation to protect Tribal assets and ensure compliance with grant requirements.
- Assist with preparation of budgets, expenditure tracking, grant drawdowns, fiscal monitoring, and audit preparation.
- Collect data and prepare timely monthly, quarterly, semiannual, annual, and other required reports to Tribal Council, funding agencies, supervisors, and grant administrators to ensure compliance with all grant requirements, performance measures, and program objectives.
- Establish professional relationships with Tribal, local, state, and federal agencies by networking, collaborating, and the development of Memoranda of Understanding (MOUs).
- Maintain timely, complete, accurate, and professional client case files, case notes, service documentation, referral records, statistical reports, and other records necessary to comply with Tribal policy and Federal grant requirements.
- Review case documentation completed by subordinate staff to ensure accuracy, completeness, quality assurance, and compliance with departmental policies and grant requirements.
- Assist the Social Services Director and Grants Department with identifying funding opportunities; researching, preparing, and assisting with grant applications, renewals, continuations, budgets, program narratives, and supporting documentation; monitoring grant requirements and objectives; and ensuring timely completion of required programmatic and fiscal reports necessary to maintain grant funding.
- Collaborate with the Social Services Administrative Assistant by providing timely documentation, reports, scheduling information, records, case coordination, and other administrative support requested by the Social Services Director or through the Social Services Administrative Assistant acting on the Director's behalf to ensure efficient departmental operations.
- Travel for program-related training, county-wide task forces, regional councils and committees.
- Perform other related duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree in Social Work preferred; minimum of an Associate's Degree in Social Work, Criminal Justice, Psychology, Sociology, Human Services, or a closely related field with two years of progressively responsible professional experience working with victims of domestic violence, dating violence, sexual assault, stalking, vulnerable populations, the legal system, or Social Services and any combination of education and experience that demonstrates the knowledge, skills, and abilities necessary to perform the essential functions of the position may be considered.
- Must have a High School Diploma or GED,
- Experience administering or assisting with Federal or State grant-funded programs is highly desirable.

- Experience working in Native American communities preferred.
- Valid driver's license and be insurable by the Tribe.
- Ability to maintain positive working relationships with co-workers, clients and professional colleagues within the service area.
- Demonstrated ability to maintain strict confidentiality and use practices protecting sensitive information.
- Ability to work independently in individual crises, yet effectively as a team to ensure management communication, effective supervision, and ongoing program services planning and delivery.
- Must obtain CPR/AED and First Aid training within 90 days of hire.
- Must Complete FEMA National Incident Management System (NIMS) IS-100, IS-200, IS-700, and IS-800 within (3) months of hire.
- Must have and maintain Level 1 Fingerprint Clearance Card. Employees in this position are required to obtain and maintain a valid Level 1 Fingerprint Clearance Card pursuant to Arizona Revised Statutes (A.R.S.). Contingent employment is contingent upon the successful completion and maintenance of this clearance. Any change in card status (suspension, revocation, or cancellation) must be reported immediately and may result in separation of employment.
- Good speaking and writing skills with the ability to communicate effectively with victims, defendants, witnesses and the public.
- Skill in evaluating client needs and utilizing programs and community resources to meet such needs.
- Knowledge of basic case record keeping practices and the ability to prepare monthly and semi-annual, grant, and other required program reports.
- Ability to prepare program budgets, monitor grant expenditures, prudently manage program monies, maintain financial accountability, and ensure compliance with grant and funding requirements.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

1888 San Pasqual School Rd.

Winterhaven, CA 92283

Telephone: (928)977-2727

Fax: (760) 572-2961

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hadminassistant@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants must pass a pre-employment Alcohol/Drug screening and Background Check.

Revised 07/03/2026