



## **SAYU'Ŧ X WEY FAMILY SAFETY CENTER**

### **Case Navigator Job Description**

Employment Status: 32 hours per week/full time/with benefits  
Office Site: 526 N 5<sup>th</sup> Ave, Sequim WA 98382  
Salary: DOQ/FTE with benefits

#### **Job Description**

This is a grant-funded position with a likelihood that this position will be continued indefinitely.

#### **Organization Mission & Vision**

Founded in 2002, WomenSpirit's (WSC) mission is to eliminate violence against Native Women and promote the wellbeing of Native Families and Communities. We envision a nation where women live safely and where WomenSpirit Coalition is the leader in ending violence against Native Women.

#### **Position Duties**

This position focuses on offering support, referral, and resource information to American Indians and/or Tribal communities, who are directly affected by domestic violence and sexual assault by providing and coordinating a variety of services to victims and their families. The Case Navigator will assist victims in identifying/assessing service needs based on their referral request(s) for assistance through the Sayu'Ŧ X Wey Family Safety Center.

#### **Responsibilities**

The duties of this position include but are not limited to:

- Collaboration/coordination with primary referral agents such as Tribal service providers, law enforcement, Tribal courts that may refer a victim for services. The Case Navigator will work directly with Tribal service programs, the criminal justice system or for private nonprofit groups, e.g. domestic violence/sexual assault or child abuse crisis organizations.
  - Such assistance may include identifying and notifying crime victims of the availability of crime victim compensation, assisting them with application forms and procedures, obtaining necessary documentation and/or checking on claim status, restitution processes, assisting with Victim Impact Statements for Tribal courts and other courts of jurisdiction.
  - The Case Navigator will also coordinate/collaborate activities that facilitate the provision of direct services through referral(s) and grant-funded resources. These activities include state-wide collaboration of Tribal/urban victim services programs, crisis response teams, multidisciplinary teams, task forces, working groups, etc.

- As a Case Navigator, a high standard of confidentiality and respect for Tribal custom is paramount in a culturally specific community and with victim/family throughout this service process.
- The Case Navigator will collaborate with a supervisor on meeting all grant-required program reports, data collection, meetings, etc., to ensure all goals and objectives are met.

*This job description is intended to outline areas of responsibility and authority for the Case Navigator. It is not a complete list of tasks that are included in the position. A Case Navigator is encouraged to use their experience and creativity to effectively implement the goals of this position. One must be willing to work as part of a team to achieve mutual goals, commit to pursue goals with energy and good humor, and have a willingness to embrace the mission and vision of WomenSpirit Coalition/Sayu'ꞑ X Wey Family Safety Center and commit to work towards ending violence against Native women and their families.*

### **Preferred Qualifications**

- AA/AAS with at least 2 years of experience working in Tribal communities and have advocacy-based skills. Knowledge, work experience, and education may be combined to meet minimum requirements with Indian preference in hiring.
- Day-to-day responsibilities require skills pertaining to crisis intervention, advocacy, case management compassion and empathy and tangible people skills.
- Knowledge of Tribal systems to include criminal justice, jurisdictions and the role of federal partners in prosecuting crime.
- This position reports to the Program Director.
- This position requires flexibility in planning, scheduling, and implementing the goals and objectives of the *Sayu'ꞑ X Wey Family Safety Center*.
- Must have knowledge in the dynamics of domestic violence and sexual assault and experience working with survivors.
- Must understand the dynamics of Tribal communities and experience working with American Indians.
- Must be an engaging and competent public speaker who can connect with a variety of audiences.
- Excellent organizational skills, written and oral communication skills, and ability to work independently and as part of a team.
- Must possess and maintain a valid Washington driver's license and be able to independently travel within the area.
- Competency in basic office management, record keeping and computer skills.
- Must be willing to lift and carry up to 25 lbs.
- Must be willing to submit to and successfully pass a criminal background check.