

# The SHOSHONE-BANNOCK TRIBES

**FORT HALL INDIAN RESERVATION**  
P.O. Box 306  
Fort Hall, ID 83203



**HUMAN RESOURCE DEPARTMENT**  
Phone: (208) 478-3856/(208) 478-3857  
(208) 478-3850/(208) 478-3750  
Fax: (208) 478-3950

## **JOB ANNOUNCEMENT**

**TITLE:** DOMESTIC ABUSE LEGAL ADVOCATE/GRANT ASSISTANT

**DEPARTMENT:** THHS – VICTIMS ASSISTANCE PROGRAMS

**SALARY:** \$25.04 – \$31.40 G13-15/ S1

**OPENS:** January 15, 2024

**CLOSES:** January 26, 2024

**CAREER STATUS:** NON-EXEMPT – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

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Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

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### **GENERAL PURPOSE:**

The Domestic Abuse Legal Advocate investigates, compiles and presents cases on behalf of the Shoshone-Bannock Tribes Victims Assistance Programs. Will represent VAP clients to court and arrange transportation to receive needed medical services. Will provide preventive educational information on rape, domestic violence, peer violence and other relevant activities to victims in accordance with goals and objectives of the grant. Will be on call for any after-hour calls and available for sheltering victims involved in a domestic abuse. Will work closely with VAP/APS Manager to prepare and submit federal grant application and reports.

### **SUPERVISION:**

The Domestic Abuse Legal Advocate is supervised and evaluated by the Domestic Abuse Manager.

### **DUTIES AND RESPONSIBILITIES:**

Will represent Domestic Abuse victims in relevant civil cases in the Shoshone-Bannock Tribal Court, specifically as it relates to domestic abuse/elderly protection codes and protection orders.

Will assist VAP Manager with federal grant applications and reporting to funding agencies.

Will provide Domestic Abuse classes to community and programs as required and requested.

**DOMESTIC ABUSE LEGAL ADVOCATE/GRANT ASSISTANT**

**Approved 1/8/24 DA3296**

Incumbent will be required to work closely with Fort Hall Police Department, Tribal Fish & Game, and other law enforcement as needed within the Fort Hall Reservation.

Works closely with other Tribal departments and programs such as Tribal Social Services regarding minor children, as needed may represent minor children involved in Domestic Abuse, victim of stalking, rape and sexual abuse relating to domestic violence in the family.

Represents and advocates the interests and welfare Domestic Violence and Family issues allowable by funding agencies. Will consult on a regular basis with local agencies involved in human resource development and rehabilitation to keep abreast of recommendations for sentencing of individuals that are brought before the court.

Presents or recommends amendments or suggests additions to the Tribal Domestic Abuse Code to ensure that it is reflective of the reservation community and the Tribe's interest.

Will be scheduled on call for any after hour crisis line calls and sheltering needs for victims.

Applies legal principles to individual's regarding their particular case, and the filing of a domestic protection order in Tribal Courts.

May assist and advise victims of Domestic Abuse on the filing of other legal documents.

Must maintain the strictest confidentiality in regard to all court matters.

**Special condition of Employment:**

- Preference will be given to a qualified enrolled member of the Shoshone Bannock Tribe, a member of the Tribal Bar as a condition of continued employment.
- Must maintain high ethical standards of conduct, representing Domestic Abuse victims in a professional manner. An employee found to be in contempt of court, or in violation of their sworn oath of office or have demonstrated similar misconduct are subject to disciplinary action up to and including dismissal from employment.
- Must have knowledge of Tribal Law & Order Code, Tribal Ordinances and the Domestic Abuse/Elder Protection Codes.
- Experienced in presenting on Domestic Abuse, Stalking, Teen Dating, Sexual Assault and trafficking.
- Must have 3-5 years' experience working with families and Domestic Violence cases.

Must be able to adapt quickly to change(s).

Projects a professional attitude and appearance.

**MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC.** A breach

of confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

Conducts self with a professional mannerism that will bring credit to the Tribal Government.

Performance Standards shall include but not be limited to:

- Ability to maintain dependable attendance and reliability.
- Efficient use of public skills to provide quality customer service.
- Ability to establish and maintain effective working relationships with staff.
- Ability to work independently with little supervision.
- Demonstrated knowledge of practices and procedures utilized in environment.

Duties and responsibilities will include other activities and areas needed to carry out our program functions.

### **QUALIFICATIONS:**

Must have an associate's education in criminal justice or BS in Political Science, and have court advocate experience. Some knowledge of federal grant applications and reports. Member of the Shoshone Bannock Tribal Bar required. (G-12).

OR

5 years' experience in criminal justice/court system and bachelor's or master's degree in field of education and knowledge of the Tribal, Federal, and State laws applicable to the Fort Hall Indian Reservation. Incumbent must be a member of the member of the Shoshone Bannock Tribal Bar required. Preferably knowledge of federal grant applications and reporting. (G-13/14)

Completed 40-hour Domestic Abuse training or completed upon 90-day probationary period.

Must demonstrate ability to perform legal research and conduct factual investigations.

Must demonstrate excellent verbal and written communication skills.

Knowledge of Shoshone Bannock people and languages preferred.

Must have never been convicted of a felony. Must have no arrests or misdemeanor convictions within the past two years. Must not have any pending criminal charges. A criminal background check will be conducted. Permanent employment status will be contingent upon the results of a Criminal Background check.

Must have a valid Idaho driver's license.

Must demonstrate ability in interpreting and applying laws, regulations, resolutions, and policies.

Employment history must prove creditability and dependability.

A self-starter completes tasks in a timely manner and must possess the ability to work independently with little or no supervision.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

### **IMPORTANT APPLICATION CRITERIA**

**Instructions:** You must turn in all supporting documents to be eligible for this position you are applying for.

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at [www.sbtribes.com](http://www.sbtribes.com). Applications can be sent via email to [recruitment@sbtribes.com](mailto:recruitment@sbtribes.com) or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

***Telephone calls are not accepted in place of an employment application or letter of interest.***

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.