



## NEVADA URBAN INDIANS, INC. JOB DESCRIPTION

**Title:** Victim Services Program Licensed Social Worker  
**Department:** Administration  
**Exemption:** Non-Exempt  
**Supervisor:** VSP Coordinator

**DESCRIPTION:** Under the direction of the VSP Coordinator, the Victim Services Licensed Social Worker provides services to both primary and secondary victims of domestic violence, case management, outreach and educational/training services, advocacy for victims, and other duties to promote and enhance the VSP. This position serves all ages with a focus on children and youth under the age of 18.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in social work from an accredited college or university. Must possess Social Worker's License in the State of Nevada. Two (2) years' experience in victim services preferred. Knowledge of the dynamics of abuse and the impact of abuse on children and families. Bilingual candidates are strongly encouraged to apply.

**JOB DUTIES & RESPONSIBILITIES:** duties and responsibilities may include, but are not limited to, the following:

- Able to obtain and maintain 20 or more caseloads per day effectively
- Provide direct services to primary and/or secondary victims involved in domestic violence, stalking, sexual assault, and other victims of crimes, focusing on victims under the age of 18
- Provide or refer to individual and/or group counseling for victims/survivors
- Initiate intake and assessment of service needs with the underage family member(s)
- Advocates for victims by assisting with scheduling various appointments
- Arrange for and/or provide transportation for primary and secondary to and from appointments and meetings necessary for reaching self-sufficiency and independence
- Reporting directly to the VSP Coordinator on day-to-day operation
- Provide report in a timely manner to VSP Coordinator and/or CEO
- Serve as a liaison to youth serving agencies, including youth development and counseling providers, school personnel, and childcare providers
- Make progress notes on services provided and develop plans for self-sufficiency
- Inputting client data into electronic health database system
- Cross training with other VSP staff and/or other Nevada Urban Indians (NUI) programs
- Able to work effectively under tight deadlines and maintain strict confidentiality
- Conduct outreach with local agencies and at health fairs
- Facilitating Youth Talking Circles/Support
- Other duties as assigned

### **SPECIAL NOTE:**

Nevada Urban Indians, Inc. is an equal opportunity employer and encourages all qualified applicants to contact the agency about employment opportunities. Indian hiring preference may apply to some positions dependent upon funding agency (i.e. Bureau of Indian Affairs, Title V, and Indian Health Service funded positions)