



# MOAPA BAND OF PAIUTES

MOAPA RIVER INDIAN RESERVATION

P.O. BOX 340

MOAPA, NV 89025

Telephone: (702) 865-2787

Fax: (702) 865-2875

## JOB ANNOUNCEMENT

**Title:** Family Advocate  
**Salary:** \$18.00 hr.  
**Status:** Full-time  
**Opens:** January 27, 2023  
**Closes:** February 10, 2023

### Job Summary:

Candidate must have a strong desire to help improve people's lives and provide service to Children, Elderly and Families for the well-being of their social, psychological, and academic functioning.

### Duties:

1. Assist with community wide child abuse and neglect prevention and educational sessions;
2. Collaborate with the ICWA multi-disciplinary coordinating committee;
3. Provide support and direction to the ICWA Program Coordinator/Social Service Manager and Outreach Worker in the implementation and evaluation of program objectives;
4. Case Management – Formulate, document, and maintain case records is essential;
5. Family Preservation/Youth Prevention – Provide on-going prevention/intervention initiatives, projects, activities and trainings to tribal residents;
6. Education – Provide resources to the community in the area of parenting skills; serve as the link between students, their families and the school to ensure students reach their academic and personal potential. Will also assist community members with their higher educational goals.
7. Other duties as assigned.

### Requirements:

- **MUST BE ABLE TO MAINTAIN CONFIDENTIALITY**
- Must possess a High School Diploma or GED.
- Must be over 21 years of age.
- Must have the ability to establish priorities and to perform assignments with minimal supervision.
- Must be a self-starter.
- Must have excellent interpersonal skills and be able to work effectively with the general public and staff.
- Candidate must be able to demonstrate empathy, respect and maturity while maintaining a professional appearance and demeanor.
- Must have computer proficient computer skills (Microsoft Office).
- Must be able to pass a criminal background investigation.
- Must possess a valid Driver License and be insurable through tribal insurance.
- Must pass a pre-employment alcohol/drug screening.
- **Must be Covid19 vaccinated.**

**Applications available/accepted at:** Moapa Band of Paiutes, 1 Lincoln Street, P.O. Box 340, Moapa, NV 89025  
Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended