



**San Pasqual Band of Mission Indians  
Job Vacancy**

<b>Position Title: Domestic Violence Advocate/Administrative Assistant</b>	<b>Posting Date: February 3, 2026</b>
<b>Position Reports to: Domestic Violence Program Director</b>	<b>Employment Status: Full Time</b>
<b>Department: Domestic Violence</b>	<b>Internal Closing Date: February 8, 2026</b>

**Position Summary:**

The Domestic Violence Advocate will direct the administration of the San Pasqual Domestic Violence program by providing advocacy, education, prevention, and treatment to victims of domestic abuse, be committed to maintaining the highest possible levels of confidentiality in their communications with victims.

**Essential Duties and Responsibilities:**

- Plans and administers the delivery of services provided by the Domestic Violence Program.
- Provide advocacy services and support to survivors of relationship violence, stalking and sexual assault or abuse and their children.
- Educates clients about the dynamics of domestic violence and sexual assault, helping victims with safety planning.
- Responsible to meet all grant/program goals and objectives in collaboration with the Domestic Violence Director.
- Establish education, prevention, intervention and treatment-oriented services to Domestic Violence and Sexual Assault victims including outreach and advocacy.
- Provides after-hour services to the community when informed by the law enforcement representatives.
- Establish connections with Domestic Violence shelters and accommodation in North San Diego County to victims of domestic violence and sexual assault.
- Assists with the relocation of Domestic Violence / Sexual Assault victims and their children to emergency shelter and/or safe house, from a hostile environment, with the aid of Law enforcement when necessary. Assists with the provision of emergency food and clothing.
- Establish or refer clients to support groups, workshops, self-defense, and conflict resolution and self-esteem classes.
- Provides transportation when appropriate and necessary to Domestic Violence / Sexual Assault victims.
- Assists Domestic Violence / Sexual Assault victims with obtaining restraining orders and accompanies them to court as needed.
- Collaborates with outside agencies and community organizations for the effective execution of program services, providing referrals for other services to victims.



- Establish contact with the local law enforcement units in the service area.
- Facilitate support groups as needed.
- Collaborate with clients to develop and maintain relevant and meaningful case plans, meeting regularly with clients to support case plan accomplishment.
- Participate in staff meetings, case conferences and other meetings as needed.
- Provides community education about the dynamics of domestic violence and sexual assault hosting awareness tables at local tribal community events.
- Other duties as assigned.

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities for this position at any time.*

## **Education, Qualifications & Skills**

### *REQUIRED EDUCATION / CERTIFICATIONS:*

- High School diploma or GED
- Valid California driver's license
- CPR certification within six months of appointment.
- 40-Hour Domestic Violence training

### *EXPERIENCE / QUALIFICATIONS / SKILLS:*

- Minimum of 3-5 experience in working with victims of domestic violence/sexual assault.
- Ability to interpret and translate grant goals and objectives into effective services for the community.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to author routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to define problems collects data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to lift and/or move up to 50 pounds.
- Ability to respond promptly and with caring actions to victims and employees with an emphasis on acknowledging and honoring psychosocial, spiritual, and cultural beliefs.
- Must be able to pass drug screen and background check.

Individuals interested in being considered for this position should email their resume to [hr@sanpasqualtribe.org](mailto:hr@sanpasqualtribe.org), apply online at <https://www.sanpasqualbandofmissionindians.org/careers>, or submit their application in person or by mail to 16400 Kumeyaay Way, Valley Center, CA 92082.

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions give hiring, transfers, and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.
--