

# Elizabeth Wolters

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Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Victims Resource Coordinator/Program Manager**

Snoqualmie Tribe- Office - December 2011 to March 2015

on the Violence Against Women Domestic Violence Program (December 2011-Present) Victims Resource Coordinator/Program Manager

\*This position provides victim services, resources and referral for Native American women and children victims of domestic violence, dating violence, sexual assault and/or stalking.

\*This position is located at the Snoqualmie Tribe's Behavioral Health and Wellness Center located in Snoqualmie, WA.

\*The Victim Resource Coordinator position is funded by the OVW (Office On Violence Against Women) located in Washington, D.C. and by the Snoqualmie Tribe.

\*The Victims Resource Coordinator provides Native American victims with domestic violence and sexual assault support services, individual and group counseling, referral and advocacy for families and individuals, direct crisis hotline services, safety planning, legal advocacy, medical advocacy, and non-emergency and emergency housing resources.

\*The Victims Resource Coordinator works directly with local domestic violence shelters providing clients with a safe place to stay so that they may remain in their community.

\*With the dual title of Victims Resource Coordinator and Program Manager, a semi-annual 75 page report must be prepared and submitted to the OVW (Office On Violence Against Women). This report focuses on data collection within the program.

Data collected but not limited to include:

1. What percentage of your Tribal Government Program funds was directed to the following areas; Sexual Assault, Domestic Violence, Stalking.
2. How Tribal Government Program funds were used for community education activities during this current reporting period.
3. Coordinated community response.
4. How was Tribal Government Program funds used to develop, substantially revise or implement policies or protocols during the current reporting period?
5. How was Tribal Government Program funds used to provide victim services, transitional housing services, and/or legal services to victims/survivors during the reporting period? Including demographics of victims/survivors served or partially served.
6. How was Tribal Government funds used to provide shelter and/or transitional housing assistance to victims/survivors during the current reporting period?
7. How was Tribal Government program funds used to provide legal services to victims/survivors?
8. Reporting on the status of the Tribal Governments Program grant goal and objectives as of the end of the reporting period.
9. What do you see as the most significant areas of remaining need, with regard to improving services to victims/survivors of sexual assault, domestic violence, dating violence and stalking, increasing victims/survivors safety and enhancing community response?

10. What has the Tribal Governments Program funding allowed you to do that you could not do prior to receiving the funding?

**\*Essential Functions:**

- Maintain confidentiality of records relating to clients files.
- Provide emergency housing/food assistance and support to victims of violence.
- Prepare and maintain all required client records and reports in accordance with all applicable laws and Snoqualmie Behavioral Health policies and procedures; including but not limited to case management and progress notes, reports and related documentation.
- Assist clients in obtaining protection orders and provide transportation and support to court related procedures.
- Act as client advocates to coordinate required services or to resolve emergency problems in crisis situations.
- Develop agenda, coordinate and facilitate monthly Victims Advisory Committee meetings. Work to include documented sign in sheets, meeting minutes and committee training and development.
- Collect relevant data for OVW reporting purposes and report progress every six months and /or as required for OVW funding.
- Refer clients or family members to available community resources or specialists as necessary
- On-going coordination with Health and Human Services Staff and Tribal/non-Tribal courts.
- Develop program brochures and related outreach efforts to promote program.
- Attend required and additional OVW trainings as necessary to develop greater skills and abilities in working with victims of violence.
- Develop protocols and policies and procedures for victim services.
- Attend weekly individual supervision and bi-weekly group consultation meetings.
- Learn about new developments in their field by reading professional literature, attending courses and seminars and establishing and maintaining contact with other DV/SA Victim Service agencies.
- Participate in tribal cultural activities.
- Program planning, policy development, Medicaid outreach and referral and/or interagency coordination related to Medicaid and Non Medicaid covered services.
- Promote and provide information and referral to clients related to smoking cessation and problem gambling to assist them in leading a healthier lifestyle free from the effects of smoking and addiction.
- Work directly with ICW (Indian Child Welfare) and CPS and DSHS services.

**Volunteer Coordinator**

AVAIL INC - December 2010 to November 2011

A domestic violence/sexual assault crisis shelter for women, children and men.

\*A variety of duties to help the shelter maintain its position as a vital resource to victims of domestic violence and sexual assault.

\*Coordinate Recruitment: Is required to help organize public relations events in order to educate and publicize the shelter's purpose in the community in order to help draw in new volunteers. Promoting the agency through fundraisers and presentations.

\* Volunteer Maintenance: Able to keep volunteer contact records current in order to meet the demands of the organization. Including calling, mailing, and maintaining a working database of volunteers and their functions at the organization at all times. Scheduling volunteers for various shelter tasks are also an integral part of this position. Being the sole contact person between volunteers and the agency.

\*Screening: Is responsible with the director to screen volunteers through a process outlined by the organization in order to ensure the integrity of the shelter's protection.

## EDUCATION

Sexual Assault Victim Advocacy School  
November 2008 to August 2010

## CERTIFICATIONS

### **Principals of Advocacy**

May 2012 to Present

May 1-3, 2012

2.5 day training with completion certificate. Advocacy & Skills training for sexual assault and domestic violence.

Presented by: Mending the Sacred Hoop. Duluth, MN.

### **HIPPA and Confidentiality**

May 2012 to Present

May 7, 2012

1.5 hours of training with completion certificate. HIPPA and Confidentiality training. Snoqualmie Tribe. Snoqualmie, WA.

### **Crisis Clinic**

June 2012 to Present

June 4, 2012

Crisis Clinic presented by United Way. 6 hour training with completion certificate. Suicide assessment and intervention.

### **13th National Indian Nations Conference**

December 2012 to Present

December 6-8th, 2012

Three day training with completion certification.

13th National Indian Nations Conference presented by: Justice for Victims of Crime (OVC)

Agua Caliente Reservation, Palm Springs, CA.

### **Tribal Sexual Assault Dynamics**

March 2013 to Present

March 8, 2013

Three hour training and completion certification. Tribal Sexual Assault Dynamics.

Presented by: Northwest Portland Area Indian Health Board.

### **End Violence Against Women International Conference**

April 2014 to Present

April 22-24th, 2014

Three day training with completion certification. End Violence Against Women International. International Conference focusing on sexual assault, domestic violence and trafficking.

Seattle, WA.

## ADDITIONAL INFORMATION

May 24th, 2012

Conference call with Lynn Rosenthal, the White House Advisor on Violence Against Women, Jodi Gillette White House Senior Advisor on Native American Issues and other Senior White House Officials This conference call was in regard to VAWA..