

# LITTLE RIVER BAND OF OTTAWA INDIANS

## TRIBAL GOVERNMENT

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Victim Advocate
<b>DEPARTMENT:</b>	Ogema's Office
<b>SUPERVISOR:</b>	Victim Services Program Manager
<b>PAY LEVEL:</b>	NE9
<b>HIRING RANGE:</b>	\$15.87- \$19.86- \$23.17
<b>BACKGROUND CHECK:</b>	Extensive
<b>STATUS:</b>	<b>Non-Exempt</b> – Bi-Weekly Pay
<b>PREPARED DATE:</b>	April 10, 2023

**“Indian Preference is applicable in accordance with Ordinance #15-600-02”**

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#### SUMMARY

The primary function of the Victim Advocate is to provide cultural support and advocacy for the rights and protection of victims of domestic violence, sexual assault, dating violence, stalking, teen dating violence, human trafficking, and child sexual assault. Advocate is responsible for identifying individual victims' needs and will work together with Tribal and community resources to fulfill those needs which may include shelter, crisis intervention, medical accompaniment, referrals, general victim advocacy, safety planning, judicial advocacy, and any other identifying needs. Victim Advocate is responsible for assisting with the daily operations of advocacy services and ensuring that all data and victim services documentation is appropriately maintained to ensure victim confidentiality. Work will be done at our Muskegon and/or Manistee office.

#### EMPLOYMENT QUALIFICATIONS

A qualified candidate offers:

- a Bachelor's Degree in social work, sociology, psychology, criminal justice, human services, or related fields. Equivalent combination of education and experience may also be considered; and
- A minimum of one (1) or more years' experience in advocacy work or equivalent in similar type work; and
- Experience working with diversified communities, preferably Native American communities; and
- Technical skills of an intermediate user of MS Office, computers, and office equipment; and
- Must be willing to work flexible hours, which may include after hours and/or weekends; and
- Must be willing to attend continuous training that may require travel; and
- Must be willing to travel whenever necessary to meet program needs; and
- Must display a positive attitude and a willingness to provide services with dedication; and
- Must possess and maintain a valid Michigan driver's license with the ability to be insured under the company's insurance policy; and
- Must be able to successfully pass a pre-employment drug/alcohol screen and background screening.

#### DUTIES AND RESPONSIBILITIES

- Provide cultural healing and services, advocacy, referral, and case management support to victims of domestic violence, sexual assault, dating violence, stalking, teen dating violence, human trafficking, and child sexual assault.
- Assist victims when requested by law enforcement at crime scenes, hospitals, or other safe locations.
- Provide support, referrals and information related to emergency needs, legal representation (if requested), crime victim's rights, and victim compensation information and applications.

- Work with survivors to create, implement, monitor, and update individual safety plans.
- Assist survivors in emergency situations to obtain shelter, financial assistance, and other basic needs.
- Maintain accurate files and submit timely monthly reports.
- Accompany victims, as requested, to court appearances and provide guidance to victims through federal, state, and tribal judicial systems.
- Complete client intake forms, document services, and provide referrals.
- Participate at community resource table events, expos, or other community program events.
- Network with other providers to help survivors access community resources.
- Assist survivors with transportation needs that are related to their support service needs.
- Maintains good working relationships with tribal and community resource agencies.
- Maintains professionalism and confidentiality in all aspects of work and complies with all applicable tribal, federal, or state laws and procedures.
- All other position related duties as assigned by supervisor.

### **OTHER SKILLS AND ABILITIES**

During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational skills, strong presentation skills, strong project management skills, strong reasoning and judgment skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work cooperatively with other departments, the ability to work independently and manage multiple tasks, and a commitment to confidentiality.

### **SUPERVISORY RESPONSIBILITIES**

None

### **PHYSICAL DEMANDS**

Sitting for long periods of time with occasional standing, walking, or reaching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal, or corrected to normal range of sight and hearing and will carry work related materials up to twenty-five (25) pounds.

### **WORKING ENVIRONMENT**

Work is performed in a climate controlled office environment. The employee's work schedule may frequently need to be flexible and adjusted according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight travel may be necessary to attend meetings or trainings.

### **DISCLAIMER AND CONDITIONS OF EMPLOYMENT**

The above statements are intended to describe the nature and level of work being performed by people assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

Employee Acknowledgement and Acceptance: \_\_\_\_\_

Employee Name and Date

**Approval Signatures and Date**

Department Director: \_\_\_\_\_

Department Lead: \_\_\_\_\_

Director of Human Resources: \_\_\_\_\_

Ogema: \_\_\_\_\_

