

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Legal Support Advocate

Department: Social & Family Services, Victim Assistant Program

Hourly Rate: \$14.50

Full Time: Subject to grant funding

Exempt: No/Hourly

Supervisor: Crime Victim Coordinator

Posting Date: In-House

Opens: February 24, 2021

Closes: March 2, 2021, at 4:30 pm

Posting Date: Public

Opens: March 3, 2021

Closes: March 17, 2021, at 4:30 pm



Summary: The Legal Support Advocate (LSA) is responsible to conduct an intake, assessment, and safety plan with all clients entering the Crime Victim Assistance Program. This position will provide support, advocacy, follow-up, and referral services. Organize, coordinate, and implement cultural activities. This position will be expected to deliver and respond to the immediate crisis of trauma to crime victims related to domestic violence, sexual assault, battering, dating violence, stalking, strangulation, etc. Support can include assistance with restraining orders, harassment orders, child custody, and visitation matters, and other criminal and civil matters a crime victim may be involved with.

Essential Duties and Responsibilities include the following.

- Will be responsible to work with victims/survivors through supportive services that can meet the specific needs of each victim/survivor in conjunction with issues such as health and healing, housing/utilities, education, employment, transportation, childcare, life skills, referrals, and/or outreach.
- Will review the policies and protocols that ensure each inclusive need of the victim is addressed accordingly.
- Must attend recommended criminal, civil, legal, and jurisdictional training' including domestic violence, sexual assault/abuse, dating violence, elderly, and stalking-related training on-site or throughout the State.
- Must attend all recommended tribal or state-related meetings as a representative of the tribe.
- Must perform other duties as assigned by the Crime Victim Coordinator, Abinooyiyag Resource Center Program Manager, or the Director of Social and Family Services.
- Must be willing to take and pass the Bad River Tribal Bar exam within one year to fully understand and aid the victims/survivors with civil legal advocacy within the Bad River Tribal Court.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

A high school diploma or its equivalent is required.

Must have an understanding in the area of crime victimizations; be familiar with tribal and county court systems and legal processes.

Preferred:

Associates Degree in Human Services is preferred

Other Skills and Abilities:

Required:

This is a required driving position. Must possess a valid driver's license and meet eligibility for tribal insurance.
Must possess knowledge of and maintain **strict compliance** with the Privacy Act and Tribal Confidentiality Policy.
Must be able to work with minimal supervision.
Must be a self-starter and demonstrate the ability to follow directions.
Ability to work in a diverse setting and communicate effectively with a broad range of related systems.
Must have a good previous work record.
Knowledge of computer and software, computer application and good typing skills

Background Check:

This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.
This position requires a driver check, to meet eligibility for tribal insurance.

Language Skills:

Must have strong oral and written communication skills.
Good typing skills.

Reasoning Ability:

Must possess excellent communication skills.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

May require extended periods of sitting, stooping, bending, and walking. Occasional lifting up to 25 lbs.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

**Bad River Tribe
Attn: Human Resources
P.O. Box 39
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov
HRassistant@Badriver-nsn.gov