

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

**Job Title:** VOCA Child Advocate  
**Department:** Social and Family Services  
**Hourly Rate:** \$16.00  
**Full Time:** 40 Hours/Week  
**Exempt:** No/Hourly  
**Supervisor:** Zhawenindig Program Manager

**Posting Date:** In-House

Opens: July 5, 2023

Closes: July 12, 2023, at 4:30 pm

**Posting Date:** Public

Opens: August 4, 2023

Closes: August 18, 2023, at 4:30 pm

**Posting Date:** Public

**Opens:** September 11, 2023

**Closes:** Open Until Filled



**Summary:** The VOCA Child Advocate will be responsible for working with victims and survivors to provide supportive services through advocacy that will meet the specific needs of each victim and/or survivor in conjunction with issues such as health, healing, cultural healing, traditional ceremonies, crime victim compensation, and referrals or outreach.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Will review the tribal and departmental policies and protocols that ensure each inclusive need of the child victim/survivor will be addressed accordingly.
- Will aid in the specific needs of each child who has been victimized by domestic violence, family violence, sexual assault, dating violence, bullying, or trafficking.
- Will implement the delivery of the developed and approved supportive services, case management, safety planning, referrals, and/or outreach.
- Must become familiar with VOCA and the State of Wisconsin Crime Victims Compensation Program, form, and completion process.
- Must be willing to attend program-related training and meetings as necessary.

**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. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education and/or Experience:**

**Required:**

- A High School diploma or its equivalent
- Minimum of two year's experience in a human services field, or a combination of training and experience.
- Must have an understanding in the areas of domestic and family violence, sexual assault, dating violence, bullying, and trafficking.

**Other Skills and Abilities:**

**Required:**

- This is a required driver position.

- Must possess a valid Wisconsin 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 alcohol/drug-free; maintain sobriety and violence-free lifestyle.

**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 is a required driver position, must possess a valid state driver's license, and meet eligibility for Tribal insurance.

**Language Skills:**

- Excellent oral and written communication skills.
- Must be able to communicate effectively with youth, parents, peers, community members, and other agency personnel.
- Knowledge of the Ojibwe language and culture is important.
- Working knowledge of computers, software, applications, and good typing skills.

**Reasoning Ability:**

- Must be a self-starter and demonstrate the ability to follow directions.
- Create an environment of trust, acceptance, and understanding that will encourage youth, parents, and other community members, to treat clients with respect and dignity and serve as a positive role model to youth, families, and the community.
- Ability to work in a team environment.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasionally lifting up to 50lbs or more and/or carrying for short distances. Subject to inside and outside environmental conditions.

**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 essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

**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](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)