

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Crime Victim Advocate
Department: Social & Family Services
Hourly Rate: \$16/Hour
Full Time: 40 Hours/Week
Exempt: No/Hourly
Supervisor: Crime Victim Coordinator

Posting Date: In-House

Opens: October 11, 2023

Closes: October 17, 2023, at 4:30 p.m.

Posting Date: Public

Opens: November 22, 2023

Closes: December 6, 2023, at 4:30 p.m.

Posting Date: Public

Opens: January 5, 2024

Closes: Open Until Filled



Summary: The Advocate is responsible for conducting an intake, assessment, and safety planning with all clients entering the Victim Assistance Program. This position will be responsible for data entry into the Victim Assistance Program database at initial contact and other contacts thereafter. This position will provide support, advocacy, follow-up, and referral services. This position will be expected to deliver and respond to the immediate crisis of crime victim trauma as they relate to their victimization(s). Organize, coordinate, and implement cultural activities to promote victim healing. Support may include assistance with restraining orders, harassment orders, child custody matters, criminal and other civil matters a crime victim may be involved with.

Essential Duties and Responsibilities include the following.

- Will be responsible for working with victims and survivors through supportive services that meet the needs of everyone.
- Will develop a service plan specific to everyone that will establish short- and long-term goals in conjunction with services needed, such as rent and/or deposit assistance, medical and/or dental assistance, AODA referral, education assistance, transportation assistance, daycare assistance, judicial support, utilities assistance, emergency shelter and other services as needed.
- Must assist in developing a 10-year strategic plan for the Zhawenindig Program. Some grant management duties go along with this responsibility.
- Must attend recommended criminal, civil, legal, and jurisdictional training as they relate to crime victims on-site, via webinars, or throughout the State.
- Must be willing to take and pass the Bad River Tribal bar exam within the first year of employment to fully understand and aid the victims/survivors with civil legal advocacy within the Bad River Tribal Court.
- Must be willing to complete the Office of Crime Victims online Certification training within 6 months of hire.
- Must perform other duties as assigned by the Crime Victim Coordinator, Zhawenindig Program Manager, or the Director of Social and Family Services.

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 accommodation may be made to enable individuals with disabilities to perform essential duties.

Education and/or Experience:

Required:

- A high school diploma or its equivalent is required,
- Must be familiar with tribal and county court systems and legal processes.

Preferred:

- A two (2) year associate degree in human services is preferred.

Other Skills and Abilities:

Required:

- This is a required driving 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.
- Must be a self-starter and demonstrate the ability to follow directives and work with minimal supervision.
- Ability to work in a diverse setting and communicate effectively.

Background Check:

- This position is contingent on the required ability to pass a caregiver background check regarding working with children and/or elderly.
- This position requires eligibility for tribal insurance which will require a driver check.

Language Skills:

- Excellent written and verbal communication skills.
- Working knowledge of computers, software, applications, and good typing skills.
- Must utilize active listening skills and show compassion for others.

Reasoning Ability:

- Must understand trauma-informed care for decision-making.
- Ability to work in a team environment.
- Must be able to assess and respond to crisis situations.

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 25lbs and/or carrying for short distances.

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 or HRassistant@Badriver-nsn.gov