

NORTHERN CHEYENNE TRIBE
POSITION DESCRIPTION

POSITION: Domestic Violence/Sexual Assault Advocate **SALARY:** \$18-\$20 per hour

DEPARTMENT: Healing Hearts Program

ACCOUNTABLE TO: Tribal Victims Specialist/Project Coordinator

OPENING DATE:

CLOSING DATE:

4:00 PM

How to Apply: Submit a complete application, **RESUME'** (3) current letters of reference and/or recommendations (**one must be a past/present employer**) dated within (1) year of advertisement, Tribal Certification or Tribal I.D., (if claiming Indian Preference), submit a form DD214 (if claiming Veteran Preference), Current Driver's License, copy of **CURRENT DRIVING RECORD**, copies of credentials or certified copy of transcripts to: Northern Cheyenne Tribe, attn.: Human Resources Department, P.O. Box 128, Little Wolf Capital Building, Lame Deer, MT 59043. All documentation must be attached.

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED

SUMMARY OF WORK: Incumbent provides representation and support to victims of domestic violence and sexual assault in preparation as defined in the Northern Cheyenne Tribal Ordinance 4(92). Incumbent will specialize in working mainly with victims of Sexual Assault. Incumbent works with Domestic Violence Advocates and Tribal Prosecutors to provide a coordinated response for the benefit and safety of the Victim. Incumbent provides assistance to the Supervisor in maintaining statistical data of cases, related files and other duties. Will be on the On-Call 24/7 rotating schedule, holidays and weekends. Transport victims to shelter/safe homes, to and from Court proceedings. General supervision of duties from the Tribal Victims Specialist/Project Coordinator.

MAJOR DUTIES AND RESPONSIBILITIES:

- Provide advocacy and support for victims of domestic violence and mostly work with sexual assault victims.

- Daily contact with the victims, prosecutors, collaborating agencies as needed as Law Enforcement Officers, Criminal Investigators, and/or Justice Officials.
- File Protection Orders for victims with the Tribal Courts.
- Attend Court hearings with the victim upon request.
- Establish and maintain accurate case files and statistical data on all victims assisted.
- Adheres to strict standards of Confidentiality.
- Responds to calls for victim assistance after normal work hours, weekends, & holidays.
- Obtain necessary reports, photographs, evidence, statements, to prepare for trial.
- Perform other related duties as instructed by the DV Supervisor.

KNOWLEDGE REQUIRED:

- Knowledge or the Northern Cheyenne Tribal Law & Order Code, Tribal Ordinances
- Violence Against Women Act of 1994 & 2000, Domestic Violence Ordinance 4(92)
- Sexual Assault Ordinance, Full Faith & Credit. Knowledgeable in domestic violence and cycle of abuse.
- Criminal Justice Codes, Victim Witness Protection Act.
- Knowledge and awareness of Native culture, family dynamics, tribal, legal and social service systems.
- Follow court cases and keep the victim apprised of court dates and procedures.
- Respond to victims of crime at the hospital, emergency room, police station as requested by hospital and law enforcement staff.

SKILLS REQUIRED:

- Performs work duties in a timely manner.
- Maintains accurate and timely records and files.
- Knowledge of software as Word Perfect, Excel, Power Point, Database Management and other relevant software.
- Observes work hours and demonstrates punctuality.
- Deals tactfully and courteously with the public, victims and other departments.
- Adheres to strict standards of confidentiality of criminal justice information, investigative reports and corresponding evidence.
- Able to handle stress, difficult circumstances, victims, courts and outside agencies.
- Current Driver's License and clean driving record.
- Must pass a background investigation.
- Must not have a criminal history or no pending criminal or civil actions.
- Must agree to sign a waiver for pre-employment drug testing.

- Ability to establish an effective, positive working relationship with fellow employees, supervisor and the public.
- Ability to follow verbal and written instructions.
- Make sound, logical and practical decisions.
- Maintain a filing system for client files.
- Must not be charged with Domestic Violence or Sexual Assault Offense

EDUCATION AND EXPERIENCE:

- AA Degree or 2 years of experience in the domestic violence field.