

NORTHERN CHEYENNE TRIBE
POSITION DESCRIPTION

POSITION: Tribal Victims Advocate

SALARY: \$20 - \$23 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: To perform a wide variety of technical, administrative and advocacy services related to planning, organizing, coordinating, monitoring, especially in the areas of domestic violence and sexual assault of a victim. Collaborate intensely with Law Enforcement, tribal authorities, and social service agencies. Advocate will work with the Healing Hearts Manager, Tribal Victims Specialist/Project Coordinator, Prosecutors office and other related staff. Make daily contact with Healing Hearts Manager, Tribal Victims Specialist/Project Coordinator, other Northern Cheyenne Tribal employees and the public. Some contact with Judges, Law Enforcement Criminal Investigators or Justice officials. Must maintain confidentiality of all privileged information.

MAJOR DUTIES AND RESPONSIBILITIES:

- Will be on a rotating On-Call Schedule 24 hours a day, 7 days a week.
- Daily delivery of victim witness services.
- Assist with filling out a Petition for a Protection Order, filing it, attend hearings and ensure service of the Protection Order.

- Will be responsible for planning, organizing, coordinating, monitoring, and stabilizing the lives of victims following victimization.
- Will create and maintain files to monitor the level and success of victims and/or witness services, ensuring confidentiality of information.
- Will address victims' immediate needs, refer victims to appropriate agencies for counseling and support, and assist victims in filling out Petitions for Orders of Protection and compensation claims.
- Will attend hearings and reviews where crime victims are involved and testify or speak on behalf of victims.
- May occasionally enter unfavorable houses or apartments or situations.
- May be dealing with extremely volatile situations.
- Educate victims about their rights, safety planning and the dynamics of victimization.

KNOWLEDGE REQUIRED:

- Knowledge of 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.