

**NORTHERN CHEYENNE TRIBE**  
**POSITION DESCRIPTION**

**POSITION:** Tribal Victims Specialist/Project Coordinator

**SALARY:** \$28 per hour

**DEPARTMENT:** Healing Hearts Program

**ACCOUNTABLE TO:** Healing Hearts Manager

**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.
- Will maintain daily contact with Healing Hearts Manager
- Will oversee all Domestic Violence/Sexual Assault Advocates, and Office Manager
- 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.
- Be responsible for planning, organizing, coordinating, monitoring, and stabilizing the lives of victims following victimization.
- Create and maintain files to monitor the level and success of victims and/or witness services, ensuring confidentiality of information.
- 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.
- 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.