



# Bois Forte Band of Chippewa

5344 Lakeshore Drive ■ Nett Lake MN, 55772 ■ 218-757-3261/1-800-221-8129

## VICTIM'S SERVICES ADVOCATE

### *Position Description*

**Opens: July 9, 2021**  
**Closes: July 30, 2021**

<b>Department:</b>	Human Services	<b>Reports to (title):</b>	ICW and Victim's Services Supervisor
<b>Job Code:</b>	N-10	<b>Job Location:</b>	Bois Forte Tribal Government
<b>Pay Range:</b>	Negotiable	<b>Supervises:</b>	None
<b>Hours/week:</b>	40	<b>Classification:</b>	Non-Exempt
<b>Type of Position:</b>	Full-Time	<b>Effective Date:</b>	09/10/2019
		<b>Revised Date:</b>	09/10/2019

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as "Band").
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver's license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

The Victim's Advocate provides support, advocacy, crisis intervention, transportation and referrals to victims of domestic violence and sexual assault.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Maintains effective professional and public relations within the community and with service agencies.
2. Provides education and awareness to the community about domestic abuse and sexual assault.
3. Performs clerical and administrative functions such as drafting correspondence, organizing and maintaining paper files and providing information to callers or visitors, arranging scheduling for meetings and trainings.
4. Provides services and support to clients, including crisis intervention in emergency situations.
5. Provides statistical monthly reports relating to grant reporting and updates on client cases to management.
6. Transports clients as necessary.
7. Attends staff and job-related meetings as needed.
8. Provides home and supervised visits under the domestic violence and sexual assault programs.
9. Adheres to the Bois Forte Battered Women and Sexual Assault Program Standards.
10. Keeps a flexible schedule, and is available on-call on assigned weekends for crisis emergency calls and situations.
11. Required to comply with mandated reporting requirements, including maintaining strict client confidentiality, complying with the provisions of the Data Privacy Act, and conforming to HIPAA regulations
12. Provides transportation as needed for clients.
13. Provides assistance-OFP-HRO-

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14. Provides crisis intervention in emergency situations, to include working on-call for assigned weekends.
15. Performs other duties as assigned.
16. Must not have a criminal record or documented conduct that is job related and consistent with business necessity for the previous five (5) years of application for employment.

### MINIMUM MANDATORY QUALIFICATIONS

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| Experience:  | <ul style="list-style-type: none"><li>• One year to Three years of similar or related experience.</li></ul>  |
| Education:   | <ul style="list-style-type: none"><li>• High School diploma or equivalent GED</li></ul>  |
| License/Certification:   | <ul style="list-style-type: none"><li>• Must have a valid driver's license, reliable transportation, and current valid auto insurance and be insurable under the RTC automobile insurance policy</li><li>• Certification of 20 hours of Domestic Advocacy training and 20 hours of Sexual Assault training or obtain training within 6 months of hire</li></ul>  |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Excellent communication skills, both verbal and written, with the ability to effectively communicate with the public, visitors and other delegates.</li><li>• Ability to assist clients in an effort to problem-solve to help achieve a positive result.</li><li>• Ability to track referrals and client numbers.</li><li>• Ability to comprehend statutes, court decisions, departmental regulations and programs available to qualified applicants.</li><li>• Knowledgeable in laws and regulations pertaining to domestic abuse and sexual assault.</li><li>• Basic knowledge of the socio-cultural factors that both enhance and adversely affect the mental health of American Indian populations, including substance abuse and causes and symptoms of mental health issues.</li><li>• Ability to provide group and crisis counselling methods.</li><li>• Ability to communicate with management, staff, vendors and customers.</li><li>• Ability to speak effectively before groups of customers or employees of the organization.</li><li>• Ability to deal with problems and resolve them efficiently.</li><li>• Strong organizational and crisis solving skills.</li><li>• Ability to have independent judgement regarding priority of work and interventions in emergency situations.</li><li>• Required to comply with mandated reporting requirements, including maintaining strict client confidentiality, complying with the provisions of the Data Privacy Act, and conforming to HIPAA regulations.</li><li>• Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.</li><li>• Ability to perform other duties as assigned.</li><li>• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.</li></ul> |

### PREFERRED QUALIFICATIONS

- Associate's degree in Social Work, Criminal Justice, Health Services or related field

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### WORK ENVIRONMENT

- Work environment:** The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility, such as potential exposure to hazardous chemicals, sharps, and infectious body fluids.
- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands:** There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various issues.

### TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

### OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug Screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

### ACKNOWLEDGMENT

**PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS.** Please visit our website at [www.boisforte.com](http://www.boisforte.com) to download an application. Applications are accepted via: Fax, Email, U.S. Mail,

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and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.