



SOKAOGON CHIPPEWA COMMUNITY

Mole Lake Band

Position:	<i>Domestic Abuse/Sexual Assault Advocate</i>
Location:	<i>Brighter Days – Waaseyagiizhig</i>
Hours:	<i>Part-time, weekends; 8PM-8AM</i>
Salary:	<i>Commensurate with Education/Experience</i>
Reports to:	<i>VOCA Director</i>

Job Summary:

The Brighter Day’s Domestic Abuse/Sexual Assault Advocate acts in the best interest of the clientele and their children. The advocate’s primary responsibilities are to provide advocacy which includes increasing their safety and decreasing further victimization. The direct services will be culturally competent, trauma-informed and client centered. They will coordinate, conduct support and outreach to survivors. This includes networking and building relationships with other Tribes and our partners.

Duties and Responsibilities:

- Provides crisis intervention, case management and safety planning for survivors.
- Refer clients to the appropriate resources in order to meet their needs.
- Accompany and/or transport clients to appointments, court and related services as necessary.
- Plan, coordinate, implement and co-facilitate day and evening support groups.
- Maintains timely and accurate records of services and supports provided and completes data per funding source requirements.
- Participates regularly in 24-hour helpline coverage and backup as assigned. This includes overnight and weekend hours.
- Builds and maintains relationships/network with other community agencies and organizations to make program services visible/more accessible to the community and to facilitate cross-referrals.
- Maintains strict department security, confidentiality and quality to meet professional standards.
- Must have a working knowledge and be able to adhere to all tribal ordinances, policies and procedures, EPA permitting process, THPO permitting process and any other regulations that are applicable to the grant projects.
- Completes all duties as assigned.

Qualifications (Education, Experience, Knowledge, Skills, Abilities):

- High School diploma or equivalent required.
- Associates degree in human services or social work preferred, or a minimum of two-five years’ experience in related field.
- Direct experience working with victims of crime is desired.
- Extensive computer knowledge and ability to become proficient with all programs used in department.
- Excellent verbal and written communication skills.
- Willing to attend and travel for training.
- Must have a valid driver’s license.

Pre-employment/random drug tests and a background check will be required for this position.

Native American preference is granted according to PL 93-638

Submit completed applications and resumes to:

Sokaogon Chippewa Community
Human Resources Department
3051 Sand Lake Road
Crandon WI 54520
(715) 478-7663
Email: hr@scc-nsn.gov

Posting Date: September 3, 2024
Closing Date: Until Filled