

KEWEENAW BAY INDIAN COMMUNITY

2018 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, JR.
RODNEY LOONSFOOT
ELIZABETH D. MAYO

SURVIVOR ADVOCATE WORKER

One (1) Full-time, Non-exempt, Grant funded Position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Current Resume'
- Cover Letter
- College transcripts (if applicable) or Copy of HSD/GED
- Minimum of three (3) professional Letters of Recommendation
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Health & Human Services
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

**Keweenaw Bay Indian Community
Beth Fish, Personnel Director
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov**

Distribution Date: July 3, 2018

Closing Date: July 16, 2018 at 4:00 pm

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS
"Home of the Midnight Two-Step Championship"

KEWEENAW BAY INDIAN COMMUNITY

CEO APPROVED

Date

7/3/18

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POSITION DESCRIPTION

POSITION:

SURVIVOR ADVOCATE WORKER

Full-time, Non-Exempt position
(Dependent on grant funding)

LOCATION:

OVW Transitional House
Baraga, Michigan 49908

SUPERVISOR:

OVW Team Lead

SALARY:

Grade 8 (starting wage = \$15.21/hr) with HSD and 18 months working experience or Associate's Degree in CJ or Human Services related field.

OR

Grade 9 (starting wage = \$16.33/hr) with Bachelor's Degree or Associate's Degree and one year full-time working experience. Degree must be in CJ or Human Services related field.

QUALIFICATIONS:

- Must have a High School Diploma or equivalent. *Bachelor's or Associate's Degree in Criminal Justice or Human Services related field is preferred.*
- Must have at least eighteen (18) months full-time working experience working in the Law Enforcement/Criminal Justice or Human Services field with knowledge and experience in the domestic violence field **OR** possess an Associate's Degree in Criminal Justice or Human Services related field.
- Must have basic knowledge of crisis intervention.
- Must have knowledge of the dynamics of domestic violence, sexual assault, stalking and dating violence.
- Must have knowledge of the judicial system and Federal and/or Tribal policies and laws related to domestic violence and sexual assault.
- Experience working with Native Americans and knowledge of Tribal traditions and culture is preferred.
- Must have a valid, unrestricted state driver's license and be insurable to operate fleet vehicles.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and a pre-employment physical.

MANDATORY REQUIREMENTS:

CPR Training, Universal Precautions, TB Skin Test, Mandatory Reporter

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to qualified Veterans who do not have bad conduct or dishonorable discharges (need DD214).

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

DUTIES AND RESPONSIBILITIES:

1. Must maintain strict adherence of confidentiality laws and policies.
2. Provides crisis intervention, advocacy, and holistic supportive services for victims/survivors of crimes with a primary focus on sexual abuse, domestic violence, dating violence, and stalking.
3. As a professional helper, has a prime responsibility for assessment, planning and carrying out the treatment program for individual clients and for groups of clients.
4. Provides case management including analyzing files, developing action plans for cases and monitoring case progression.
5. Formulates individual safety and treatment plans, including personal protection orders.
6. Conducts attendant and adjunct services (i.e. case finding, referral, and assessment to determine need and extent of services required).
7. Establishes and maintains cooperative working relations with community agencies, schools, courts, and other for timely job completion.
8. Creates a community liaison system for the purpose of planning and coordinating resources.
9. Must be willing to attend continuous training in domestic violence, sexual assault advocacy, and other related areas.
10. Assists in training and supervision of volunteer/intern advocates within volunteer advocate program.
11. Assists in the administration of the agency's DOJ/OVW grant program; participates in the establishments of the policy; assists in program planning and the establishment of standards of practice.
12. Prepares and/or assists with completing fiscal year OVW Program application and reporting.
13. Assists with program reporting to maintain program compliance with the DOJ/OVW grant.
14. Communicates, both orally and in writing, with others for timely job completion.
15. Participates in community outreach activities, including the annual KBIC Health Fair.
16. Other duties as assigned by supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are similar kind or level difficulty.

Distribution Date: July 3, 2018

Closing Date: July 16, 2018 at 4:00 pm

Name: _____

POSITION: **Survivor Advocate Worker**

Please list your specific experience and knowledge in regards to the following qualifications:

Must have a High School Diploma or equivalent. *Bachelor's or Associate's Degree in CJ or Human Services related field is preferred.*

Must have at least eighteen (18) months full-time working experience working in the Law Enforcement/Criminal Justice or Human Services field with knowledge and experience in the domestic violence field **OR** possess an Associate's Degree in Criminal Justice or Human Services related field.

Must have basic knowledge of crisis intervention.

Must have knowledge of the dynamics of domestic violence, sexual assault, stalking and dating violence.

Must have knowledge of the Tribal-Federal judicial system, policies and laws related to domestic violence and sexual assault.

Experience working with Native Americans and knowledge of Tribal traditions and culture is preferred.

Must have a valid, unrestricted state driver's license and be insurable to operate fleet vehicles.
