

KEWEENAW BAY INDIAN COMMUNITY

2026 TRIBAL COUNCIL

EVERETT EKDAHL, JR., President
TONY LOONSFOOT, Vice President
ELIZABETH "LIZ" JULIO, Secretary
TONI J. MINTON, Assistant Secretary
DALE F. GOODREAU, Treasurer

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

THEODORE "AUSTIN" AYRES
DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
SUE ELLEN "SUZIE" ELMBLAD
RODNEY LOONSFOOT
SAM LOONSFOOT
MATHEW SHALIFOE, JR.

VICTIM'S OF CRIME ASSISTANCE (VOCA) COORDINATOR

One (1) Full-time, Exempt 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
- Copy of Valid Driver's License
- 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
Personnel Department
16429 Beartown Road
Baraga, MI 49908
Phone: 906-353-6623, ext. 4140 or 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

The Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age. However, individuals of Indian Ancestry and Veterans will be given preference by law.

"Home of the Midnight Two-Step Championship"

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POSITION DESCRIPTION

POSITION: **Victim's of Crime Assistance (VOCA) Coordinator**
Full-time, Exempt position

LOCATION: THPS Transitional House
Baraga, Michigan 49908

SALARY: Grade 10 (minimum starting wage = \$23.37/hour)

SUPERVISOR: Director of Victim Services and Programs

QUALIFICATIONS:

- Bachelor's degree in Counseling, Social Work, and Human Services or related field.
OR
Associate's degree in Counseling, Social Worker, and Human Services or related field and at least two (2) years' experience working in a Victim's Service field.
- Must be able to maintain strict confidentiality laws and policies.
- Must have thorough knowledge of crisis intervention and implement and assist with carrying out a plan of care for survivors.
- Must have skills in oral and written communication to effectively communicate with people at all levels, internal and external.
- Must have a strong ability to analyze information and data, listen effectively to problem symptoms, and resolve complex problems.
- Must have the ability to work independently.
- Previous experience working in the domestic violence field, particularly with state-funded DVS programs, preferred.
- Must be able to work flexible hours, including after hours, and on-call on some weekends.
- Must have strong organizational skills.
- Must be willing to learn the dynamics of domestic violence, sexual assault, stalking, and dating violence.
- Must be willing to learn 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 driver's license and be insurable and able 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.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

INDIAN PREFERENCE:

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

VETERAN PREFERENCE:

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

MANDATORY REQUIREMENTS:

CPR Training, Universal Precautions, TB Skin Test, Medical Safety Device, Mandated Reporter

DUTIES AND RESPONSIBILITIES:


1. Provides crisis intervention, advocacy, and trauma-informed supportive services for victims/survivors of crimes with a primary focus on sexual abuse, domestic violence, dating violence, stalking, and human trafficking.
2. As a professional advocate, has a prime responsibility for assessment, planning, and carrying out the treatment program for individual clients and for groups of clients.
3. Provides case management including analyzing files, developing action plans for cases, and monitoring case progression.
4. Works with survivors to develop their individual safety and treatment plans, including personal protection orders.
5. Establishes and maintains cooperative working relations with community agencies, schools, courts, and other agencies for timely job completion.
6. Counsels, advocates for, and provides trauma-informed supportive services for victims of crime.
7. Will promote positive interpersonal relationships with staff members, administrators, other professionals, and the public (such as federal agencies, federal advocates, probation, FBI, and FBI advocates).
8. May assist with program planning, development, implementation, and evaluation.
9. Completes consultation and program integration for all discipline providers.
10. Responsible for maintenance of the VOCA program, IE, PMT, and annual report, through EGrams.
11. Must attend continuous training in domestic violence, sexual assault advocacy, and other related areas.
12. Assists in training and staff development of volunteer/intern advocates
13. Assists in the administration of the agency's DOJ/OVC grant program; participates in the establishment of the policy; assists in program planning and the establishment of standards of practice.
14. Prepares and/or assists with completing the fiscal year OVC Program application and reporting.
15. Communicates, both orally and in writing, with others for timely job completion.

16. Communicates with the team lead on a regular basis and completes a monthly report.
17. Participates in community outreach activities, including the annual Powwow, KBIC Health System events, and KBOCC events to promote the VOCA program and victim compensation program.
18. Participates in Multidisciplinary Team meetings with Social Services Department, Police Department, and U.S. Attorney's Office.
19. Must be available to assist when called by Law Enforcement for Victims of Crime Assistance, as needed.
20. Must become a member of the Missing and Murdered Indigenous People Community Response Plan and Team.
21. 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: June 16, 2026

Closing Date: July 1, 2026 at 4:00pm

TERO Approval: 
Date: <u>6 / 16 / 26</u>
Reviewed for barriers only!