

**NORTHERN CHEYENNE TRIBE
HEALING HEARTS PROGRAM
JOB ADVERTISEMENT
2018 #2**

POSITION: Domestic Violence Advocate

SALARY: \$15.00 per hour

DEPARTMENT: Healing Hearts Domestic Violence Program

ACCOUNTABLE TO: Domestic Violence Director

CLASSIFICATION: This is a full-time, non-exempt position

OPENING DATE: August 1st 2018

CLOSING DATE: August 8th 2018

How to apply: Submit a complete application, **RESUME**, (3) current letters of reference and or/recommendations (**one must be 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, 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 COMPLETED APPLICATIONS WILL BE CONSIDERED

SUMMARY OF WORK:

This position **requires** the Domestic Violence Advocate to provide advocacy and support to victims of domestic violence and sexual assault in preparation as defined in the Northern Cheyenne Tribal Ordinance 4(92). Domestic Violence Advocate **works** with the Domestic and Family Violence Advocates and Tribal Prosecutors to provide a coordinated response for the benefit and safety of the Victim and children. Incumbent **provides** assistance to the Supervisor in maintaining statistical data of cases, related files and other duties. Incumbent **may be** subject to participate in an **on call schedule** to respond after normal work hours, holidays and weekends.

JOB CHARACTERISTICS:

Nature of Work: DV Advocate **provides** advocacy and supportive services to victims of Domestic Violence and Sexual Assault. Incumbent **must** collaborate with other victim assistance programs, BIA Law Enforcement, Northern Cheyenne Tribal Courts, BIA Social Services and the Tribal Prosecutors in efforts to obtain statements and gather information from victims for intervening agencies. DV Advocate works with the Prosecutor's Office in developing each case by obtaining necessary reports, photographs, evidence, etc., to prepare the case for trial.

Personal Contacts: Daily contact made with victims of domestic violence and sexual assault. Daily Contact made with the Director, Prosecutors, and other Tribal employees and the public.

Some contact with Judges, Law Enforcement Officers, Criminal Investigators, BIA Victim Witness Specialists and other Justice Officials.

Supervision Received: General Supervision of duties from the Domestic Violence Director.

AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Provide Advocacy for victims of domestic violence and sexual assault.
- Files Petitions as necessary for Protection Orders with the N. C. Tribal Court.
- Make referrals to Montana Legal Services Association – Legal Advocate/Lawyer for Protection Orders; Assistance as needed for representation at Protection Order Hearings.
- Attend Case Management or Staff meetings as scheduled.
- Attend all court hearings with Victims upon request for support.
- Maintain a monthly log of statistics for victim #'s and services provided.
- Submit a monthly report of activities, services provided to Director
- Establish and maintain accurate case files on all Victims assisted.
- Follow-up with Victims
- Assist with any program related activities or women's groups
- Visit local areas schools or events to provide DV and SA awareness/education
- Performs other related functions and duties as instructed by the Supervisor.
- Attend required DV trainings as scheduled.
- Transport victims and children to Safe Home or DV Shelter as necessary or arrange for Bus Ticket for victims to safe home or shelter
- Arrange or Assist victims in contacting DV Shelter
- Make referrals to other local programs –NC Recovery Center, Behavioral Health, Social Services
- Arrange for emergency meals, toiletries, as necessary

JOB REQUIREMENTS:

Knowledge: Domestic Violence Advocate is **required** to have knowledge of the Northern Cheyenne Law and Order Code, Domestic Violence Against Women Act, The Tribe's Domestic Violence Ordinance 4(92) and the Sexual Assault Ordinance that is in place. Have **knowledge** of Full Faith and Credit. **Knowledgeable** in Domestic Violence and the Cycle of Abuse.

Skills: This position is **required** to use copy machines, fax machines, and telephone switchboard and computers. Do typing of legal documents, memoranda and correspondence, maintaining records and files, giving and receiving notices and such other duties **required** by the employer in practice of the law and program objectives.

Abilities: This position **requires** the ability –

- Assist victims of domestic violence and sexual assault in filling out a petition for protection orders and filing in the Northern Cheyenne Tribal Court.
- Set up files and maintain a filing system for client files.
- Keep all information confidential as well as maintain strict confidentiality

- Domestic Violence Advocate must be available to be on-call as scheduled – 24hr/7days a week on a rotating shift with other Healing Hearts DV Advocates
- **Must** possess a valid Driver's License
- **Must** not have been charged with a Class A offense within the past year and **never have** been charged with a domestic violence or sexual assault offense.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily on performance of the preceding requirements and duties. Examples of job performance criteria include but are not limited to:

- Performs Assigned duties
- Demonstrates reliability and proficiency
- Observes work hours and demonstrates punctuality
- Adheres the ability to handle stressful situations effectively
- Prepares and submits accurate and timely records and reports
- Deals tactfully and courteously with public
- Adheres to strict standards of Confidentiality
- Follows the written Tribal, State and Federal Codes and Ordinances
- Demonstrated ability to work independently and as a cooperative team member.
- Effective oral and written communication skills
- **Current Driver's License**
- **Must** not have any criminal history or no pending criminal or civil actions.
- Maintains accurate and timely records
- **Must** agree to and sign waiver for pre-employment drug testing.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- **Associate of Arts Degree** or equivalent of a **year** of **experience** in the Domestic Violence Field.