

**NORTHERN CHEYENNE TRIBE
POSITION DESCRIPTION**

POSITION: Domestic Violence/Sexual Assault Advocate **SALARY:** 19.00

DEPARTMENT: Healing Hearts Program

ACCOUNTABLE TO: Domestic Violence Director, Healing Hearts Program

CLASSIFICATION: Full-time, Non-Exempt

OPENING DATE: Nov 17, 2021, **CLOSING DATE:** Nov 24, 2021 4:00 PM

How To Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
(applicant will be notified of any missing documents)**

SUMMARY OF WORK: Incumbent provides representation and support to victims of domestic violence and sexual assault in preparation as defined in the Northern Cheyenne Tribal Ordinance 4(92). Incumbent will specialize in working mainly with victims of Sexual Assault. Incumbent works with the Domestic Violence Advocates and Tribal Prosecutors to provide a coordinated response for the benefit and safety of the Victim. Incumbent provides assistance to the Supervisor in maintaining statistical data of cases, related files and other duties. Will be on the On-call 24/7 rotating schedule, holidays and weekends. Transport victims to shelter/safe homes, to and from Court proceedings. General supervision of duties from the DV Director.

MAJOR DUTIES AND RESPONSIBILITIES:

- Provide advocacy and support for victim of domestic violence and mostly work with sexual assault victims.
- Daily contact with victims, prosecutors, collaborating agencies as needed as Law Enforcement Officers, Criminal Investigators, and/or Justice Officials.
- File Protection Orders for victims with the Tribal Courts.
- Attend Court hearings with the victim upon request.

- Establish and maintain accurate case files and statistical data on all victims assisted.
- Adheres to strict standards of Confidentiality.
- Responds to calls for victim assistance after normal work hours, weekends, & holidays.
- Obtain necessary reports, photographs, evidence, statements, to prepare for trial.
- Performs other related duties as instructed by the DV Supervisor.

KNOWLEDGE REQUIRED:

- Knowledge of the Northern Cheyenne Tribal Law & Order Code, Tribal Ordinances, Violence Against Women Act of 1994 & 2000, Domestic Violence Ordinance 4(92)
- Sexual Assault Ordinance, Full Faith & Credit. Knowledgeable in domestic violence and cycle of abuse.
- Criminal justice codes, Victim Witness Protection Act.
- Knowledge and awareness of Native culture, family dynamics, tribal, legal and social service systems.
- Follow court cases and keep the victim apprised of court dates and procedures.
- Respond to victims of crime at the hospital, emergency room, police station as requested by hospital and law enforcement staff.

SKILLS REQUIRED:

- Performs work duties in a timely manner.
- Maintains accurate and timely records and files.
- Knowledge of software as Word Perfect, Excel, Power Point, Database Management and other relevant software.
- Observes work hours and demonstrates punctuality.
- Deals tactfully and courteously with the public, victims and other departments.
- Adheres to strict standards of confidentiality of criminal justice information, investigative reports and corresponding evidence.
- Able to handle stress, difficult circumstances, victims, courts and outside agencies.
- Current Driver's License and clean driving record.
- Must pass a background investigation.
- Must not have a criminal history or no pending criminal or civil actions.
- Must agree to sign a waiver for pre-employment drug testing.
- Ability to establish an effective, positive working relationship with fellow employees, supervisor and the public.
- Ability to follow verbal and written instructions.
- Make sound, logical and practical decisions.
- Maintain a filing system for client files.
- Must not been charged with domestic violence or sexual assault offense

EDUCATION AND EXPERIENCE:

- AA Degree or 2 years of experience in the domestic violence field.