

NORTHERN CHEYENNE TRIBE  
POSITION DESCRIPTION

**POSITION:** Victim Witness Advocate

**SALARY:** DOE:

**DEPARTMENT:** Healing Hearts Domestic Violence Program

**ACCOUNTABLE TO:** Domestic Violence Director

**OPENING DATE:** June 8, 2022 **CLOSING DATE:** June 15, 2022 at 4PM

**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:** To perform a wide variety of technical, administrative and advocacy services related to planning, organizing, coordinating, monitoring, especially in the areas of domestic violence and sexual assault of a victim. Collaborate intensely with Law Enforcement, Tribal authorities, and Social Service agencies. Advocate will work with the Domestic Violence Coordinator, Prosecutors office and other related staff. Make daily contact with the DV Coordinator, other Northern Cheyenne Tribal employees and the public. Some contact with Judges, Law Enforcement, Criminal Investigators or Justice officials. Must maintain confidentiality of all privileged information.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Daily delivery of victim and witness services.
- Assist with filling out a Petition for a Protection Order, filling it, attend hearings and ensure service of the Protection Order.
- Advocate will be on an On-Call schedule, 24 hours a day, 7 days a week.
- Advocate and support the victim/witnesses during criminal and civil hearings.
- Transport victims to safe homes, to and from court proceedings if they have no transportation.
- Attend court hearings with the victim as a support person.
- Make daily contact with victims of sexual assault.

- May occasionally enter unfavorable houses or apartments or situations.
- May be dealing with extremely volatile situations.
- Occasionally working after hours in high stress situations.
- Educate victims about their rights safety planning and the dynamics of victimization.
- Assist with filling out and filing victim's compensation claims.
- Advocating safety for victims and their children.
- Collaborate daily with judges, prosecutors, law enforcement, tribal agencies, CPS, and mental health professionals to provide comprehensive services for victims.
- May testify on behalf of a victim.
- Take evidence photos when necessary for evidence gathering.
- File reports on a timely basis.
- Track and compile information and statistics for grant reporting; accurate record-keeping.
- Travel to court hearings, transport victims, or travel to conferences for meetings.

### **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, Domestic Violence Cycle of Abuse and its effects.
- Criminal justice codes, Victim Witness Protection Act.
- Knowledge and awareness of Native culture, family dynamics, tribal, legal and social services systems on Northern Cheyenne reservation.
- Keep victim apprised of court dates and procedures, follow court cases.
- Respond to victims of crime at the hospital, emergency room, police station as requested by hospital and law enforcement staff.
- Advocate for clients with prosecutors and attorneys through one-on-one contact, written communication, as well as meetings or hearings regarding the client.
- Practices and principles of victim advocacy/counseling.
- Time management and organizational practices.

### **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.
- Communicate clearly and concisely, both orally and in writing.
- Must have good and courteous phone etiquette.
- 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.
- Deals effectively with people in adversarial situations.
- Prepares and submits accurate and timely reports.
- **Current Driver's License** and clean driving record.
- Must pass a background investigation.
- Must agree to sign a waiver for pre-employment drug testing.
- Must not have a criminal history or no pending criminal or civil actions.
- Ability to follow verbal and written instructions.
- Make sound, logical and practical decisions.
- Must not been charged with a domestic violence or sexual assault offense.
- Ability to establish an effective, positive working relationship with fellow employees, supervisor and the public.

**EDUCATION AND EXPERIENCE:**

- AA Degree or 2 years of experience in the domestic violence field.
- Training in Domestic Violence and Sexual Assault.