POSITION: Victim’s Advocate (II)—Part Time (20+ hours per week)

LOCATION: Domestic Violence Program- El Reno, OK

ISSUE DATE: July 17, 2019                  CLOSING DATE: Until filled

GENERAL DESCRIPTION: Under the direct supervision of the Domestic Violence/Sexual Assault Coordinator. The Victim’s Advocate will provide direct advocacy services to child, youth and adult victims of crime including safety planning, crisis intervention, support, transporting clients as needed for safety, accompaniment for or emergency care and law enforcement interviews, court and other legal meetings, information and referrals, assist with Emergency Protection orders and Victims Protection orders, and other activities described in the project. Position has the potential to become full-time. This is performed in accordance with established Federal and/or departmental guidelines.

DESCRIPTION OF DUTIES:
- Provide advocacy and direct services for Cheyenne and Arapaho families and/or other Native American Families, as needed.
- Provide written or oral reports on clients to appropriate requesting parties, as needed.
- Responsible for formulation and submission of monthly reports
- Conduct intake, assessment and case planning services to applicants as assigned.
- Collaborate with other Agencies and Organizations regarding client need(s), services and planned events.
- Assist in developing and maintaining client files by quality criteria that is established within the Domestic Violence Program.
- Assist in locating appropriate resources for families that are in-need; Developing positive relationships with service providers in the community, as well as outside of the services area.
- Participate in case staff meetings, department staff meetings and other meetings pertaining to the Domestic Violence Program as needed.
- Able to transport clients.
- Other duties assigned by the Domestic Violence/Sexual Assault Coordinator.

KNOWLEDGE/SKILLS/ABILITIES:
- Knowledge of the cycle of Domestic Violence
- Knowledge of basic counseling skills and courtroom etiquette
- Skill in performing intricate delegations and assignments consistently
• Ability to perform quality, competent case management duties and all responsibilities therein
• Ability to plan for individual cases and on a community level
• Ability to communicate effectively both orally and in writing
• Ability to maintain a high level of confidentiality on all client matters and other matters protected by the Privacy act as well as other confidentiality regulations
• Ability to work with difficult cases with extreme professionalism
• Ability to work flexible hours and willing to work outside of normal business hours, including after 5:00 PM.
• Ability to work “on call” status
• Ability to work with difficult clientele with various social problems and/or needs.

QUALIFICATIONS:
• Education: High school diploma and associates degree (bachelor’s preferred)
• Experience: 2 years of documented experiences as domestic violence/sexual assault advocate. Substitutions of experience for education may be made only for the Associates degree or above
• Must understand and strive to implement the program’s goal, objectives, rules and regulations.
• Possess communication skills, written and oral, to relate to Indian and Non-Indian communities, other agencies and the general public.
• Must be computer literate, possess good writing skills and be able to communicate effectively.
• Must have the ability to maintain a wholesome and favorable rapport with the general public, tribal members, program directors/coordinators, tribal employees and vendors.
• OSBI and criminal background check required and be adjudicated appropriately.
• Must possess a current Oklahoma Driver’s License to operate a Tribal owned vehicle as well as have reliable transportation.
• Prefer knowledge of Cheyenne and Arapaho/Native American cultures and values.
• Cheyenne and Arapaho preference

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma
Personnel Department
P.O. Box 167
Concho, OK 73022
or email: atisdalec@t-a-tribes.org
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612

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