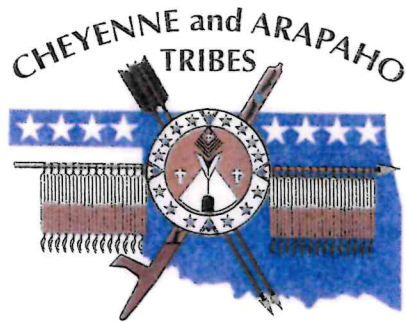


## PERSONNEL



PO Box 167  
Concho, OK 73022  
405.422.7498  
Fax 405.422.8222

### \*\*\*VACANCY ANNOUNCEMENT\*\*\*

**POSITION:** Domestic Violence Advocate  
**PROGRAM:** Domestic Violence Program  
**LOCATION:** Concho, OK  
**ISSUE DATE:** June 7, 2022 **CLOSING DATE:** Until Filled

#### **GENERAL DESCRIPTION:**

Under the direct supervision of the Domestic Violence/Sexual Assault Coordinator, the Domestic Violence Advocate would be responsible for case management of clientele and other duties that are assigned by their Coordinator. This is performed in accordance with established Federal and/or departmental guidelines. The Domestic Violence Advocate will provide direct advocacy services to victims of intimate partner relationships. This covers a wide array of duties including transportation of clientele, planning outreach event activities, general case management, and general clerical duties. Additional duties will include assisting clients in preparation of Emergency Protection Orders and Victim Protection Orders through Tribal and County Courts; be an advocate for victims with various resources throughout the state, public speaking to educate the community when needed. The Domestic Violence Advocate will dedicate 100% of their time to the grant project.

#### **KNOWLEDGE/SKILLS/ABILITIES:**

- Knowledge of the cycle of domestic violence
- Knowledge of basic counseling skills and courtroom etiquette
- Skilled in performing intricate delegations and assignments consistently
- Ability and knowledge to perform quality, competent case management duties and all responsibilities therein
- Skilled in community outreach event planning
- Ability to plan for individual cases and on a community level
- Ability to communicate effectively both orally and in writing
- Ability to organize and maintain highly confidential documents and files
- Ability to work with difficult cases with extreme professionalism

#### **QUALIFICATIONS:**

- Education: High School Diploma and Associate Degree

- Experience: 2 years of documented experience as a domestic violence/sexual assault advocate. Substitutions of experience for education may be made only for the Associate Degree
- Ability to work flexible hours and willing to work outside of normal business hours, including after 5:00 PM.
- Be willing to attend in state and out-of-state training relevant to job position
- Ability to be "on call" status
- 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 clientele with various social problems and/or needs
- Possess a current Oklahoma Driver's License
- OSBI and criminal background check required
- Prefer knowledge of Cheyenne and Arapaho/Native American cultures and values

**SALARY:** Negotiable, depending on qualifications and experience.

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

Cheyenne-Arapaho Tribes of Oklahoma

**Personnel Department**

P.O. Box 167

Concho, OK 73022

Or e-mail: [atisdale@cheyenneandarapaho-nsn.gov](mailto:atisdale@cheyenneandarapaho-nsn.gov)

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: [www.cheyenneandarapaho-nsn.gov](http://www.cheyenneandarapaho-nsn.gov)