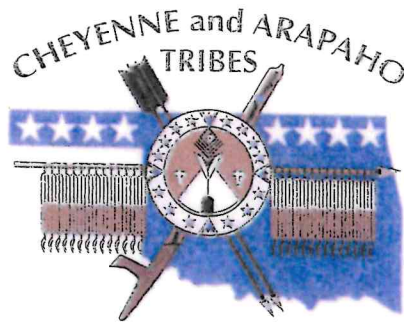


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

****VACANCY ANNOUNCEMENT ****

POSITION: Family Violence Advocate

PROGRAM: Social Services

LOCATION: El Reno, OK

ISSUE DATE: June 30, 2022

CLOSING DATE: Until Filled

DUTIES:

Under the direct supervision of the Social Services Coordinator, this position's focus is to provide support and services to tribal members that are experiencing trauma due to violence. This is performed in accordance with established Federal and/or departmental guidelines.

DESCRIPTION OF DUTIES

- Provides individual support to victims of sexual assault, domestic violence, community mental health, family violence, victims of crime and other areas as needed.
- Conducts client assessments at entry into program, ongoing periodic evaluation and at exit of program.
- Ensures case documentation is up-to-date and reflective of services provided. Files are subject to review at any time by Supervisor.
- Responsible for formulation and submission of monthly, quarterly and annual reports
- Collaborates with other agencies and organizations regarding client need(s), services and planned events
- Assists Supervisor with implementing the program goals and objectives
- Hosts and participates in prevention outreach services in the community.
- Hosts community wide Community Coordinated Response (CCR) team meetings.
- Facilitates and oversees support groups for victims of violence.
- Handles client concerns with regards to counseling issues.
- Attend and support clients in court proceedings on a case-by-case basis.
- Provides intervention services according to culture and traditions on a case-by-case basis.
- Responsible for making outside referrals when necessary.
- Responsible for transporting clients as needed.
- Attends regular staff meetings with supervisor and other programs as needed
- Maintains updated resource book for clients
- Assists Supervisor with creating, and revising program policies and procedures as needed

- Other duties as assigned by Supervisor.

QUALIFICATIONS

- A Bachelor's Degree in Social Work or Human Services with experience preferred
- Knowledge and an understanding of mental health counseling, family therapy, social work or related field.
- **Ability to work flexible hours and willing to work other than normal working hours including weekends, holidays and after 5:00 PM**
- Must understand and strive to implement the program's goals, objectives, rules and regulations
- 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
- OSBI and criminal background check required and be adjudicated appropriately
- Must possess a current Oklahoma Drivers License to operate a government owned vehicle
- Prefer knowledge of Cheyenne and Arapaho /Native American cultures and values
- Ability to work with difficult clientele
- Must complete OKDHS Criminal History Review
- Must complete Supplemental Application

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

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