



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
[karenj@spiritlakenation.com](mailto:karenj@spiritlakenation.com)

<b>Job Title:</b>	<b>Victim Assistance Advocate</b>	<b>Open Date:</b>	<b>June 23, 2022</b>
<b>SLT Program:</b>	<b>Victim Assistance Program</b>	<b>Close Date:</b>	<b>June 30, 2022</b>

**Position Summary:** The Victim Assistance Advocate will provide direct services, advocacy and coordinate emergency related services to victims of domestic violence, dating violence and sexual assault. This position is responsible for crisis intervention, safety planning, outreach and education.

**DUTIES AND RESPONSIBILITIES:**

**Victim Advocacy and Crisis Intervention**

- Provide crisis intervention, advocacy, support services, case management, and referrals to domestic violence/sexual assault survivors.
- Complete program client intake forms, assess client needs and document services to be provided.
- Provide crisis intervention through the 24-hour crisis hotline.
- Work with survivors to create, implement and monitor their individual safety plan.
- Assist survivors in emergency situations to obtain shelter, crisis intervention, medical accompaniment, food, property return and financial assistance to meet other basic needs.
- The Advocate will maintain client files to include, but not limited to, intakes, referrals, assessments, releases, safety plans, services notes and closing reports.
- Will be responsible for maintaining victim files in a systematic comprehensive way in order to thoroughly document progress of victim file and to complete follow-up as required.
- Responsible for recordkeeping to ensure proper submission of monthly, quarterly, and annual reports related to victim services provided.
- The successful candidate shall attend court hearings with the victims and shall work with law enforcement on victim's issues.
- Assist survivors with accessing other services (job training, counseling, housing, medical services, etc.) set up appointments, and arrange for transportation to and from appointments.
- Networks with other providers to help survivors access community resources.
- Provide access to culturally based teachings and healing practices that are geared toward client population.
- Participate in the on-call and back-up rotation will be on-call one week a month for after hour crisis calls, including evenings, weekends, and holidays.
- Must have a commitment to learn Spirit Lake Tribe's cultural resources and be able to incorporate these resources with domestic violence and/or sexual assault healing.

**Community Education and Outreach**

- Responsible for developing contacts, and building liaison relationships within the community.

- Coordinate and develop education and prevention activities to raise awareness about domestic violence indicators and resources available among the tribal community.
- Create brochures, flyers, advertisements, public service announcements, and develop and manage a quarterly newsletter that will provide education to the community.
- Create and conduct informative presentations and workshops relating to domestic violence, dating violence, and sexual assault awareness for community youth and other members of the community.
- Attend and provide a table of information at community events or other programming as appropriate.

**Qualifications:**

- Bachelor’s degree in Social Work, Psychology, or a Human Service field preferred, or two-year degree and two years of related experience.
- The successful applicant must be personable and shall possess 2 years of work experience with domestic violence and/or sexual assault. Must have general understanding about the dynamics of domestic violence and sexual assault, basic court procedures and must be culturally sensitive of the Spirit Lake community.
- Demonstrated track record in advocacy, with ability to navigate multiple systems to ensure seamless services.
- Must have a desire to empower families.
- Must be willing to attend continued education training on advocacy based DV counseling for victims and their children.
- Must have a commitment to team work and collaboration.
- Must adhere to strict confidentiality in all matters. (Must sign a confidentiality statement)
- Must possess and maintain a current, active and unrestricted ND driver’s license through course of employment, insurable under SLT driving policy.
- Computer skills and basic office administrative skills, basic accounting skills are a must.
- Willing to travel for training.
- Must pass criminal background check and alcohol and drug testing.
- Must be willing to provide on-call services as assigned and be available on emergency basis.
- Must provide 3 reference letters.

<b>Job Location:</b>	Spirit Lake Tribe Victim Assistance Program	<b>Company Industry:</b>	Spirit Lake Victim Assistance Program
<b>Job Role:</b>	Domestic Violence Advocate		
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	N/A
<b>Monthly Salary Range:</b>	Negotiable/DOQ/Competitive	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	One	<b>Other:</b>	NA

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept.	<b>Email:</b>	<a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a> <a href="mailto:katerid@spiritlakenation.com">katerid@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272

**Application Procedure**

Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.