



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
britneyr@spiritlekenation.com

Job Title:	Elder Outreach Advocate	Open Date	February 12, 2024
SL Program:	Senior Services	Close Date	Until filled

Position Objective: This position serves as an advocate for individuals who are over the age of 50 and victims of abuse in later life, including domestic violence, dating violence, sexual assault, exploitation, and neglect in Spirit Lake Tribe, City of Devils Lake, Ramsey, and Benson Counties. Work is performed and duties are carried out in accordance with established policies and procedures.

Major Duties & Responsibilities

- Under the guidance and supervision of the Project Coordinator, provide advocacy and referrals to elders.
- Provide crisis intervention and empowerment based, trauma informed advocacy.
- Collaborate with law enforcement as needed.
- Assess physical, emotional, and emergency needs of clients and connect them to resources to address additional needs (i.e., food, clothing, shelter).
- Review and aid clients in securing safety remedies.
- Counsel clients regarding housing or emergency shelter.
- Prepare applications for emergency financial assistance and/or public benefits.
- Assist clients with preparation of forms, such as an application for services, including guardianship if needed.
- Identify appropriate support groups for mental health counseling agencies.
- Provide advocacy and support via the 24/7 emergency crisis as needed.
- Engage in community networking activities to both increase access to services for individuals as well as to assist community services providers in understanding the dynamics of elder abuse.
- Support elders in navigating the legal systems including assistance with legal filings such as protection orders and crime victims' compensation applications and court accompaniment.
- Assist in organizing community events, trainings, and community presentations in the service areas of Spirit Lake, City of Devils Lake, Ramsey and Benson Counties.
- Collaborates with program teams, community organizations, peers, and volunteers in the implementation of grant activities.
- Attend the Coordinated Community Response quarterly meetings for tribal and partnering service providers in designated service areas.
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- Attend the Coordinated Community Response quarterly meetings for tribal and partnering service providers in designated service areas.
- Assist with maintaining up-to-date records on elders contact information, identify needs, and services through the coordination of services with partnering agencies.
- Provide home visits to provide insight into the needs of individuals, their families, and/or caregivers.
- Participates in quality assurance program.
- Collaborate with consultant and evaluator to assist with collecting qualitative and quantitative evaluation data as needed for program improvement and semi-annual grant reports.
- Follow agency, contract, grant, and licensing policies and procedures.
- Consistently follow all client confidentiality policies.
- Attends department approved training programs.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA).
- Must comply with Spirit Lake Tribe Personnel Policies & Procedures Manual.
- Performs related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of Spirit Lake Tribe departments, programs, and services.
- Knowledge of relevant federal, state, and local laws, accrediting agency rules and regulations.
- Knowledge of the needs and challenges of the aging process.
- Knowledge of current issues and treatments related to elder abuse issues.
- Knowledge of special needs and social-emotional circumstances of elderly people and their families.
- Knowledge of crisis intervention techniques and principles with aging individuals and families.
- Knowledge of the principles of sociology and psychology.
- Knowledge of the Dakota culture and traditions of Spirit Lake and surrounding communities.

- Knowledge of health programs and elder health issues.
- Knowledge of interviewing methods and techniques.
- Knowledge of available community resources and their appropriate utilization.
- Knowledge of the types of crimes that potentially affect elders with cognitive impairment for memory issues or dementia.
- Knowledge of Tribal policies and procedures.
- Knowledge of modern office practices and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of customer service principles.
- Knowledge of the correct and effective use of English, including grammar, spelling, and punctuation.
- Ability to work independently and collaboratively in a team environment.
- Ability to complete National Clearinghouse on Abuse in Later Life (NCALL) Education Series for Advocates.
- Ability to quickly and accurately assess situations encountered.
- Ability to exercise sound judgment in determining courses of action.
- Ability to demonstrate respect to elders.
- Ability to advocate for client and community services.
- Ability to deal effectively with hostile/aggressive clients and others contacted during work.
- Ability to develop and maintain data to complete reports received and interventions.
- Ability to work with other professions effectively.
- Ability to plan meetings and community events.
- Ability to learn and continuously improve, to be audited, observed, and reviewed.
- Ability to organize the multiple demands of the job.
- Ability to prioritize and shift priorities to accommodate changing needs of the department.
- Ability to work with personal computers and utilize a variety of software applications, including database and office software systems.
- Ability to communicate clearly and effectively, both orally and in writing, using tact and sensitivity.
- Skill in personal effectiveness and credibility; understands the importance of maintaining confidentiality, able to maintain confidentiality.
- Skill in time management, prioritizing and organizing work, and attention to detail.
- Skill in managing program budgets.
- Skill in interpersonal relations and customer service.
- Skill in use of personal computer and a variety of job-related software applications.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.
- Skill in the maintenance of files and records.

Physical Demands/Work Environment

The work is sedentary. Typically, the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items, such as papers, books, or small parts; or driving an automobile. The employee must be able to read, write, speak, and hear.

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, requiring use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory and Management Responsibility

This position has no supervisory responsibility or authority.

Minimum Qualifications:

- Associate degree in social work, or related field.
- One (1) year of relevant experience sufficient to perform the essential functions of the position. Experience working with elders is preferred. Additional relevant experience may substitute for the required education on a year-for-year basis.
- Experience demonstrating cultural competency and sensitivity.
- Ability to multitask and cope in a high-pressure environment.
- Knowledge of computer programs.
- Knowledge of social media platforms and outreach activities preferred.
- Strong communication and organizational skills.
- Must have reliable transportation.
- Willingness and ability to travel.
- Must possess and maintain a current, active, and unrestricted driver’s license issued by the State of North Dakota with a clean driving record.
- Must be insurable under the Spirit Lake Tribe driving policy.
- Must successfully pass a criminal and background check, and a pre-employment drug screen.

Job Role:	Elder Outreach Advocate	Company Industry:	Senior Services Program
Exempt/Non-exempt	Non-Exempt	Closing Date:	Until Filled
Employment Status:	Full Time	Reports To:	Elder Protection Coordinator
Grade:	11	Manages Others:	No
Number of Vacancies:	1	Classification : Exempt/Non-exempt	Non-Exempt

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	mkeo@spiritlakenation.com or britneyr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	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.		