



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

<b>Job Title:</b>	<b>Sexual Assault Advocate</b>	<b>Open Date:</b>	<b>May 25, 2018</b>
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**Position Summary:** The Spirit Lake Victim Assistance Program is seeking a sexual assault advocate to provide a broad range of direct services to victims and family members of victims who have experienced sexual assault trauma and who request services within the Spirit Lake Reservation.

**Major Duties:**

- The advocate shall work with victims of sexual assault and their families.
- Require successful candidate to advocate on behalf of victims and make referrals to programs within the service area to address housing issues which include, but are not limited to, basic needs of the victim including food, clothing, shelter, mental health counseling, and family service agencies.
- The successful candidate shall attend court hearings with the victims and shall work with law enforcement on victim's issues.
- Facilitate Community Education/Support Group/Education in the local schools about dating violence, etc. including sexual assault and domestic violence.
- Will be responsible for maintaining victim files in a systematic comprehensive way in order to thoroughly document progress of the victim file and to complete follow-up as required.
- Further the advocate shall provide support services for victims and children and shall work with the Project Director to coordinate and facilitate meetings and trainings on these issues.
- Must maintain documentation on the state database for reporting system.
- Successful candidate must have public speaking experience to be able to do presentations to the schools and community.
- Attend and participate in the Sexual Assault Response Team (SART) monthly meetings.
- Will be On-Call one week every month for after-hour crisis calls, includes evenings, weekends and holidays.
- Maintain confidentiality of all clients/victims.

**Qualifications:**

- The successful applicant must be personable and shall possess a Bachelor's Degree in social work, psychology or related field.
- Must have general understanding about the dynamics of sexual assault, basic court procedures and culture of the Spirit Lake Dakota community.
- Previous experience and/or training in these areas is a plus.
- Must have current driver's license, vehicle and vehicular insurance coverage.
- Computer skills and basic office administrative skills, basic accounting skills are a must.
- Willing to travel.

- Must pass criminal background check and alcohol and drug testing.
- Public Speaking is a must to be able to do presentations in the schools and the community.
- Must provide 3 reference letters.

<b>Job Location:</b>	Spirit Lake Tribe Community Center	<b>Company Industry:</b>	Spirit Lake Victim Assistance Program
<b>Job Role:</b>	Advocate	<b>Closing Date:</b>	<b>June 7, 2018</b>
<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>	slthr@spiritlakenation.com
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-766-1203 or 701-766-1215	<b>Fax:</b>	701-766-1272

<b>Application Procedure</b>	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.
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