



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

Job Title:	Victim Advocate/Cultural Coordinator	Open Date:	May 3, 2017
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Position Summary: The Spirit Lake Victim Assistance Program is seeking an advocate to provide a broad range of direct services to victims and family members of victims who have experienced domestic violence or sexual assault trauma and who request services. Applicant will also be willing to coordinate cultural/healing activities for the victims of domestic violence and sexual assault.

Major Duties:

- The advocate shall work with victims of domestic violence and sexual assault including 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.
- Facilitate Community Education/Support group efforts about domestic violence and sexual assault
- Coordinate Cultural/Traditional Healing Service for all victims and families of domestic violence and sexual assault. Must be knowledgeable of Spirit Lake Dakota culture/language and traditional values.
- Maintain strict confidentiality of all clients/victims.

Qualifications:

- The successful applicant must be personable and shall possess an Associate's degree in social work, psychology or related field.
- Must have general understanding about the dynamics of domestic violence and sexual assault, basic court procedures and culture of the Spirit Lake Dakota community.
- Must have current driver's license, vehicle and vehicular insurance coverage.
- Computer skills and basic office administrative skills, basic accounting skills are a must.
- Must have public speaking experience.
- Must pass criminal background check and alcohol and drug testing.
- Must provide 3 reference letters.

Job Location:	Victim Assistance Building	Company	Spirit Lake Victim Assistance Program
Job Role:	Victim Advocate/Cultural Coordinator	Closing Date:	May 17, 2017
Employment Status:	22 Weeks	Supervision	Program Director
Monthly Salary Range:	DOQ	Manages Others:	N/A
Number of Vacancies:	one	Other:	NA

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	slthr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	701-766-1272

JD: VACC05032017

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.
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