



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

Red Cliff Tribal Council

JOB DESCRIPTION

POSITION: Domestic Violence Advocate

LOCATION: Red Cliff Human/Family Services Office

SALARY: \$15-\$18 per hour, 40 hours per week, DOQ, plus benefits

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

SUPERVISOR(S): Red Cliff Family Violence Prevention Program Director,
Human/Family Service Division Administrator

JOB SUMMARY: To provide domestic violence advocacy for victims of domestic violence, assist in coordinate and facilitate youth groups, and support groups for domestic violence clients. Represent and provide legal assistance in Tribal Court for Orders of Protection and any other legal issues that are a barrier to the safety of men, women and children i.e. housing, lease disputes, child welfare, etc. Ensure the victims of domestic violence; teen dating violence, sexual assault and stalking are informed of their civil rights and related criminal justice case status including perpetrator's probation, custody or release. Increase utilization of the Red Cliff Tribal Court and coordinate training in domestic violence, teen dating violence, sexual assault and stalking for Tribal Court staff and Red Cliff Law Enforcement staff. To promote community awareness as it pertains to domestic violence. Present educational information regarding domestic violence in public schools.

DUTIES AND RESPONSIBILITIES:

1. Provide advocacy and case management support to victims of domestic violence, teen dating violence, sexual assault and stalking to victims in the Red Cliff Community and Tribal Members.
2. Represent and provide legal assistance in Tribal Court for Orders of Protection and any other legal issues that were a barrier to the safety of men, women and children i.e. housing, lease disputes, child welfare, etc.
3. Assist the Director in the development of group curriculum for youth group, men and women.
4. Assist the Director in developing and providing domestic violence educational materials and information to area agencies and the community through the development of brochures, public presentations and workshops.

5. Provide recordkeeping and reports as required by funding sources.
6. Advocate for children and adult victims of domestic violence.
7. Legal/Program Advocate will assist the Director in planning and coordinating the Red Cliff Coordinated Community Response Team.
8. Provide assistance to the Director with overall program efforts to meet grant requirements.
9. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE: Possess awareness of the unique issues relating to domestic violence and/or sexual assault in the Red Cliff Community. Have an understanding of victim's issues, rights and services. Have an understanding of confidentiality of client record. Knowledge of tribal and county social service systems and the ability work as a team with other agencies.

QUALIFICATIONS:

1. Must have an Associate Degree in social services or related field.
2. Former victim of domestic violence, teen dating violence, stalking or sexual assault and/or experience working with victims; preferred.
3. Must be a member of the Red Cliff Bar or pass bar exam within 90 days of employment.
4. Must be sensitive to Native American/Ojibwe culture and willing to work with diverse populations.
5. Experience in facilitating groups with youth and adults.
6. Experience working with families in the Red Cliff community.
7. Must be culturally sensitive and aware of the victim's issues, rights and services.
8. Must possess strong oral and written communication skills.
9. Experience with computer programs and desktop publishing skills.
10. Ability to work collaboratively with Tribal/County court officials and law enforcement.
11. Must adhere to confidentiality policies within the Family Services division and Family Violence Program.
12. Must have a valid driver's licenses, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

PERSONAL CONTACTS: Daily with domestic violence and sexual assault staff program director, sexual assault coordinator, clients, tribal and county staff.

PHYSICAL REQUIREMENTS: Must be able to lift at least 25 pounds. There will be some bending, lifting and reaching in overhead storage, but mostly sedentary work.

WORK ENVIRONMENT: All Tribal Office buildings are smoke free.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings; overnight and out of town, both locally & nationally.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Name or Image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website
2. Tribal Background Investigation Disclosure; available on the tribal website
3. Cover letter and resume
4. Post-secondary transcripts or certifications; if applicable

REPOSTING: August 18, 2017

DEADLINE: Open until filled

FOR FURTHER INFORMATION:

Red Cliff Band of Lake Superior Chippewa Human Resources

88455 Pike Road

Bayfield, WI 54814

www.redcliff-nsn.gov

susie.gurnoe@redcliff-nsn.gov

(715)779-3700 ext. 4268

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

ALL APPLICANTS FOR EMPLOYMENT WITH THE RED CLIFF TRIBE ARE SUBJECTED TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCCL CHAPTER 43, AND THAT YOU ARE UNDER A CONTINUEING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMENT OF EMPLOYMENT WITH THE TRIBE.

THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 12 paid holidays.