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# LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

## HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969  
Phone: 906-358-4226 Fax: 906-358-4913



Posted: March 2<sup>nd</sup>, 2023

DEADLINE: March 16<sup>th</sup>, 2023

### JOB DESCRIPTION

**POSITION:** Victims Advocate/Shelter Advocate

**DEPARTMENT:** Social Services

**REPORTS TO:** Social Services Director

**LOCATION:** LVD Shelter/Social Services Building

**EMPLOYMENT:** Full-Time

**SALARY:** \$17.00-\$19.00 per hour D.O.E.

#### **DESCRIPTION:**

The Victims Advocate/Shelter Advocate is a grant funded position. Under the direct supervision of the Social Services Director this employee is responsible for providing crisis intervention services, and advocacy for victims of domestic violence, sexual assault, teen dating violence and stalking. This position will provide prevention-based services to the Lac Vieux Desert Band of Lake Superior Chippewa Indian Community and the surrounding area through awareness and education. Will be responsible for overseeing shelter to ensure that a safe, welcoming, and clean environment is provided to residents. Assist all who enter the shelter by providing emotional support, advocacy, and guidance.

#### **DUTIES AND RESPONSIBILITIES:**

- Treat all persons coming to the LVD Social Services Department with dignity and respect.
- Responsible for advocacy services and support to survivors of intimate partner violence, stalking, and sexual assault or abuse by providing safe housing, shelter and /or assisting with the navigation of the social system.
- Perform case management that engages survivors through collaborative discussion of goals and objectives and development of an action plan. To periodically check in with survivors as needed to ensure follow through with plan implementation.

- Develop and maintain professional working relationships with co-workers, supervisors, management, community members neighboring agencies and shelters for survivors and any other organizations that may be beneficial to the LVD network.
- Ensure victims of domestic violence, teen dating violence, sexual assault and stalking are informed of their rights and case status in the LVD Tribal Court, including perpetrator's probation, custody, or release.
- Develop relationships with other state and tribal courts and service providers to assist community victims who have active cases in the court system.
- Assist victims of violence with participating in the Lac Vieux Desert Tribal Court or state court system, including court accompaniment, advising of processes for obtaining personal protection orders, drafting victim impact statements, and submitting requests for restitution.
- Provide client transportation for services, referrals, court, safe house, housing, employment, medical and educational services.
- Assist LVD Tribal police personnel in responding to victims as needed.
- Under the guidance of the Social Services Director, determine and apply for available resources to provide direct service to victims.
- Coordinate training for staff regarding domestic abuse, teen dating violence, sexual assault, and stalking.
- Attend required Federal, State and Tribal meetings as assigned.
- Implement for necessary activities, including data collection and reporting as outlined by grant requirements.
- Work in collaboration with Tribal Court, Tribal Police, and the Legal Department to develop projects that will benefit the Tribe for future years to come.
- Assist Victims in locating relevant resources and referrals within the community.
- Assisting with relocation efforts for clients.
- Oversee the upkeep of the shelter facility and submit any maintenance/repair and inventory orders to the Director. Manage all work orders.
- Prepare and submit detailed program reports in accordance with established deadlines.
- Adhere to high standards in confidentiality and respect or survivors, supervisors, co-workers, and the Tribe.

**MINIMUM QUALIFICATIONS:**

- Must possess patience, empathy, and the strong desire to work with populations in challenging and emotional circumstances.
- Demonstrated ability to work independently as well as in a team environment and communicate clearly in a professional and timely manner.
- Be a self-starter who is highly motivated with a good work ethic.
- Able to handle high level stress situations with composure and knows when to ask for help.
- Strongly encouraged to have two (2) years of relevant experience or an Associate Degree in Criminal Justice, Sociology, Psychology, Human Services, or similar field of study.

- Must demonstrate a commitment to learning the history of the Lac Vieux Desert Band of Lake Superior Chippewa Indians and to incorporate culture and traditions into the work environment, day to day operation of the victim assistance program, policies, and procedures.
- Be familiar with civil and criminal jurisdiction within Indian Country or demonstrate an ability to develop knowledge of these laws.
- Must have experience in the field of victim advocacy and/or trauma direct service.
- Must possess fundamental computer skills and multiple forms of electronic communication methods.
- Must be available to work evenings, weekends and holidays if needed.
- Must have a valid driver's license and be GSA certifiable.
- Must be able to pass all pre-employment obligations including various background screening and drug test.

**PREFERRED QUALIFICATIONS:**

- Bachelor's Degree in Criminal Justice, Sociology, Psychology, Human Services, or similar field of study or 4 years of relevant experience.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**PREFERENCE FOR HIRING:**

Preference shall be given when it is established that the applicant meets the qualifications as stated on the job description. The following order shall be adhered to for hiring:

- Enrolled LVD Tribal Member
- Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members
- Other Native Americans
- All Others

Date Approved by the Tribal Council: 02/21/2023

Lac Vieux Desert Band of Lake Superior Chippewa Indians

Human Resources Department

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Sign \_\_\_\_\_ Date \_\_\_\_\_