



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Child/Elder/Vulnerable Adult Advocate**
SUPERVISOR: Domestic Abuse Program Director
LOCATION: Domestic Abuse Program
POST DATE: **November 26, 2025**
CLOSING DATE: **December 10, 2025**

General Description: The primary responsibility of this position is to provide advocacy, support, and service coordination for children, elders, and adults with special needs who have experienced or been exposed to domestic violence, sexual assault, neglect, abuse, or other forms of interpersonal harm. This position offers trauma-informed, age-appropriate, and culturally responsive services, both in the shelter setting and through outreach. The Advocate also serves as a liaison between families and systems such as child protective services (CPS), adult protective services (APS), schools, medical providers, law enforcement, and tribal or county court systems. The role includes safety planning, crisis intervention, legal support, case management, and group or individual support tailored to each population's unique needs.

Qualifications: High school diploma or equivalent is required. Associate's degree in Human Services field is preferred, or a minimum of two to 5 years' experience working in Human Services area or counseling field. Direct experience working with victims of domestic violence or sexual assault is desired. Survivors who have maintained an abuse free positive lifestyle for a minimum of two years will be given special consideration; Experience in case management is highly preferred. Must possess a valid Driver's License, liability insurance, and personal vehicle

Salary: \$22.00-\$24.00 per hour, depending on qualifications

How to Apply: Submit your application for employment, and [notarized release of information form by the deadline](#). Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description

A. TITLE OF POSITION: Child/Elder/Vulnerable Adult Advocate

B. DEPARTMENT: Domestic Abuse Program

C. SUPERVISOR'S TITLE: Domestic Abuse Program Director

D. DESCRIPTION OF DUTIES: The Child/Elder/Vulnerable Adult Advocate is responsible for providing trauma-informed advocacy and support services to children, elders, and vulnerable adults impacted by abuse, neglect, domestic violence, sexual assault, or other forms of harm. This position ensures the safety and well-being of clients through individualized safety planning, emotional support, coordination with protective services, and connection to community resources. The Advocate works closely with caregivers, shelter staff, schools, law enforcement, medical providers, and social service agencies to create a coordinated and culturally respectful response. Responsibilities include group and one-on-one support, legal advocacy, case management, and maintaining a safe and welcoming shelter environment for all vulnerable populations. Specific responsibilities include but are not limited to the following:

1. Provide crisis intervention and supportive advocacy for children, elders, and vulnerable adults affected by abuse, neglect, violence, or exploitation.
2. Assist with developing safety plans and service plans tailored to age, ability, and developmental needs.
3. Facilitate or co-facilitate support activities, educational sessions, or healing groups for children and/or elders.
4. Coordinate with outside agencies such as child welfare, elder services, schools, medical providers, and legal systems to ensure comprehensive, wraparound services.
5. Provide advocacy during forensic interviews, medical exams, and legal proceedings, including help with restraining orders or guardianship issues.
6. Assist protective caregivers (parents, guardians, adult children, etc.) with navigating support systems while maintaining a victim-centered approach.
7. Supervise or engage with children in shelter, ensuring a safe, welcoming, and structured environment.
8. Maintain a clean, child- and elder-friendly space within the shelter for play, learning, or quiet time.
9. Support outreach, education, and public awareness efforts to prevent abuse and increase access to services for vulnerable populations.
10. Ensure documentation is accurate, timely, and compliant with confidentiality standards using the program's data system (e.g., CAP60).
11. Participate in internal team meetings, external partner meetings (e.g., MDT, SART, APS/CPS case consults), and required trainings.
12. Provide shelter coverage or on-call services as needed.
13. Maintain confidentiality and uphold the rights and dignity of all clients served.
14. Perform other duties as assigned

E. POSITION RELATIONSHIPS:

1. **Internal:** Contact with clients, coordinated program managers, medical social workers, or any related referral staff.
2. **External:** Frequent contact with other advocates, outreach/referral services, law enforcement and the judicial system

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Operates cooperatively with staff. Supervision received from Domestic Abuse Program Director.

H. EDUCATION: High School diploma or equivalent required. Associate's degree in Human Services field is preferred, or a minimum of two to 5 years' experience working in Human Services area or counseling field.

I. EXPERIENCE: A minimum of two years of work experience in the Human Services or Counseling field is preferred. Experience in case management is highly preferred. Direct experience working with victims of domestic violence or sexual assault is desired. Survivors who have maintained a positive lifestyle for a minimum of two years are highly encouraged to apply.

J. SKILLS:

1. Knowledge of developmental stages, elder care needs, and abuse dynamics across the lifespan.
2. Ability to communicate effectively with individuals of all ages and abilities, including children, elders, and people with disabilities.
3. Strong crisis response skills and a calm, supportive demeanor.
4. Understanding of child and elder safety planning, protective service laws, and culturally informed care.
5. Ability to build trust with both clients and families while maintaining professional boundaries.
6. Excellent recordkeeping and case documentation skills.
7. Comfortable collaborating with partner agencies and navigating complex systems on behalf of clients.
8. Culturally sensitive and committed to serving Native American communities with respect and care.
9. Ability to work flexible hours, including evenings or weekends, as needed.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Normal office conditions
2. **Exposure to Hazards:** May be exposed to undesirable client behaviors
3. **Physical Requirements:** Includes sitting, standing, operating office equipment or driving program's vehicle. Must be physically capable of caring for children of all ages.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Child/Elder/Vulnerable Adult Advocate to perform 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 attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

_____ Employee	_____ Date	_____ Manager	_____ Date
_____ Previously signed	_____ Previously signed	_____ Previously signed	_____ Previously signed
Tribal Administrator	Date	Human Resources Director	Date