



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Client Advocate**
SUPERVISOR: **Domestic Abuse Program Supervisor**
LOCATION: **Domestic Abuse Program**
POST DATE: **September 10, 2021**
CLOSING DATE: **September 24, 2021**

General Description: The primary responsibility of this position is to provide advocacy and support services to meet state standards for shelter and walk-in clients and their children; act as a liaison between clients of the Lac du Flambeau Domestic Abuse Program, Law Enforcement, and the Judicial Systems of the Lac du Flambeau Tribe and Vilas County. All advocates will be required to maintain daily case management of all client contacts electronically.

Qualifications: High School Diploma or equivalent is required. Associates Degree in Human Services filed is preferred, or a minimum of 2 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 WI Drivers License, liability insurance, and personal vehicle.

Salary: \$15.00/hr.

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: Client Advocate

B. DEPARTMENT: Domestic Abuse Program

C. SUPERVISOR'S TITLE: Domestic Abuse Program Supervisor

D. DESCRIPTION OF DUTIES: Provide advocacy, support services and act as a liaison for clients of abuse seeking services for dating violence, sexual assault, domestic abuse, and stalking. Be a liaison between law enforcement, and the judicial systems of the Lac du Flambeau Tribe and Vilas County. Specific responsibilities include, but are not limited to the following:

1. Responsible for regular contact with law enforcement for the purpose of reviewing domestic violence and sexual assault incidents to provide early response for clients.
2. Provide case management to clients which include: assessing client needs, explore options, and develop a plan with clients to meet those needs including referrals to other agencies.
3. Coordinate case management with the Lac du Flambeau Domestic Abuse Program staff and other programs that clients are involved with.
4. Responsible for the implementation of services that will be safe, convenient, and confidential for clients of domestic violence and sexual assault in the local schools.
5. Assist with the court monitoring system, accompanying victims with petitions for temporary restraining orders relating to domestic violence and/or sexual assault, provide transportation, and support for court appearances.
6. Provide domestic abuse and sexual assault client education groups for shelter residents, outreach clients, the community, and local schools.
7. Provide weekly recreational/educational activity groups, outings, counseling to children in shelter.
8. Maintain a child friendly educational play area within the shelter.
9. Attend weekly staff meetings of the Lac du Flambeau Domestic Abuse Program and other meetings as directed.
10. Responsible for keeping client's files current and submitting monthly program reports.
11. Participate in trainings on domestic abuse, sexual assault, and all other related issues.
12. Work flexible hours that meet the needs of the clients.
13. Provide on-call duties or shelter coverage, if needed.
14. Maintain strict confidentiality of client information.
15. Assist with the Batterer's Intervention Program.
16. Coordination of the SART/SCRT for the LDF Tribe.
17. Perform other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Heavy, frequent contact with wide ranges of contact with clients and children.
2. **External:** Frequent contact with other advocates, outreach services, law enforcement and the judicial system.

F. SUPERVISORY RESPONSIBILITIES: None

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

H. EDUCATION: High School Diploma or equivalent required. Associate's degree in Human Services field is preferred, or a minimum of two to five 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. Must possess a valid WI Driver's license, liability insurance and personal vehicle.
2. Works well with others in a team atmosphere.
3. Good oral, written, and verbal communication skills
4. Must be proficient with computers and computer software such as Microsoft Word and Excel.
5. Ability to establish effective working relationships with the courts and law enforcement.
6. Good understanding and sensitivity to a domestic abuse and sexual assault, AODA issues, Native American culture and spirituality.
7. Must be comfortable working with victims and able to discuss topics of abuse and sexual abuse issues.

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 Client 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

Manager

previously signed
Human Resource Director

previously signed
Tribal Administrator