

**FORT BELKNAP INDIAN COMMUNITY  
FORT BELKNAP SOCIAL SERVICES  
656 AGENCY MAIN STREET  
HARLEM, MT 59526  
(406) 353-8370**

**TITLE:** Victim Witness Specialist I

**STATUS:** Full Time

**DEPARTMENT:** Law Enforcement

**SALARY:** \$20.00 Hourly

**PROGRAM:** Law Enforcement

**LOCATION:** Fort Belknap Agency

**SUPERVISION RECEIVED:**

Victim Witness Specialist will be under the supervision of the Chief of Police and will work directly under the Criminal Investigator.

**SUPERVISION EXERCISED:** none

**GENERAL DESCRIPTION OF DUTIES:** Provides victims with information regarding their rights, advocacy services, and follow-up to clients and coordinates with other service agencies in the area.

**JOB RESPONSIBILITIES:**

1. Responds to calls from Law Enforcement Dispatch when victim support services and advocacy services are needed.
2. Provide victims with information regarding their rights in the criminal justice systems and a list of services/local resources that are available (i.e., copies of relevant Tribal Law and Order Codes, The Violence Against Women Reauthorization Act, and other laws that are applicable.)
3. Provide legal (i.e., ex-parte, victim impact statements, restraining orders, referrals to legal aid services), financial, and emotional support to crime victims during initial call and follow-up within 48 hours. When a client is agreeable to services, make referrals to other community-based and culture-based resources.
4. Work closely with the Chief Prosecutor, Law Enforcement, the Criminal Investigator, and the FBI.
5. Participate in monthly Child Protection Team, Multi-Disciplinary Team Meetings, Community Advisory Board Meetings, and MMIP Taskforce meetings.
6. Collaborate with CPT, MDT, MMIP Taskforce, and the Chief Prosecutor in the effort of improving local laws, policies, and protocols regarding MMIP, human trafficking, and other victim-related crimes.
7. The VWS is required to track data by use of an intake form (which includes identifying information about the client i.e., name, date of birth, sex, enrollment information, address, phone

number, email, and description of the incident) and intake/exit rating scale. The intake/exit rating scale will measure victims' understanding of the criminal justice system, knowledge of resources available, and if they have a support system to become self-reliant if necessary.

8. Assess the victim's needs and follow up with the victim within 48 hours to provide advocacy services.
9. Provide limited case management services for 3-6 months or as needed. (on a case-by-case basis).
10. Will rotate on-call responsibilities with VWS II to respond immediately to victims of crime.
11. Performs other duties that can be reasonably expected to promote the efficiency of the victim services.

#### **MINIMUM JOB REQUIREMENTS:**

Must possess a High School Diploma or its equivalency. Associate's Degree in Human Services or BSW in Social Work or related field preferred and/or two years working with domestic violence and sexual assault services. Experience includes but is not limited to working with Native families understanding the importance of confidentiality, being able to work closely with other programs, knowledge, of computers, developing a client record-keeping system.

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Ability to multitask and prioritize program activities.
- Must be able to work independently within established program guidelines.
- Must be comfortable with public speaking and able to provide community training sessions.
- Knowledge of available community resources.
- Must be able to interact in a positive manner with clients.
- Maintain professional working relationships with staff at all levels, other jurisdictions, outside agencies, and the general public.
- Must have knowledge of trauma-informed care when working with victims.
- Must sign a confidentiality agreement.

#### **SPECIAL REQUIREMENTS:**

- Will be subject to and must comply with the Fort Belknap Community Council Substance Abuse Prevention, Drug, and Alcohol testing policy, prior to and during employment.
- Will be expected to maintain certain levels of performance and conform to established personnel policies of the FBCC.
- Will be subject to an adjudicated background investigation to include work and criminal history.
- Must never have been convicted of a felony or a misdemeanor regarding a crime against another person.
- Must possess a valid State of Montana driver's license and be eligible for coverage under the Tribe's insurance plan.

**IMMIGRATION AND REFORM CONTROL ACT:** Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.