

Fort Belknap Indian Community

**Position:** Domestic Violence Crime Advocate II      **Status:** FT/Non-Exempt

**Department:** Tiwahe Initiative      **Supervisor:** Social Services Director

**Supervision Exercised:** None      **Wage:** DOE

**Supervision Received:** Incumbent will work under the general supervision of the Social Services Director.

**Supervision Exercised:** None.

**Position Summary:**

The Domestic Violence Crime Advocate (DVCA) will maintain client contact with both the victim and alleged abuser as the case moves through the justice system and after for follow up. The Advocate also engages in community outreach to promote positivity about law enforcement services and to increase awareness about Domestic Violence with the ultimate goal of raising public awareness for prevention and reduction of Domestic Violence.

**Essential Duties and Responsibilities:**

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive:*

- Conduct intake and crisis assessments and write reports, including lethality dangers and treatment recommendations.
- Provide education, training, and outreach for victims, alleged abuser, families, employees, and community systems
- Develop training and educational materials, conduct training, lead or co-lead educational support groups.
- Write violence assessment reports, and serve as an advocate and educator in the court system. (Not a lay/legal advocate).
- Conduct home-visits and case management responsibilities as needed.
- Compile program evaluation data, write status reports, and develop outreach materials.
- Develop tribal and community agency collaborations under the direction of the project coordinator.
- Collaboratively establish referral protocols with Law Enforcement.
- Network with other agencies and organizations throughout the state, particularly with other tribes.
- Focus on the various program components as deemed appropriate by the department supervisor.
- Perform other duties as required or assigned.

**Knowledge, Skills, Certifications, and Abilities:**

- Thorough knowledge of the existing relationship between the Fort Belknap Tribal Government, State, and Federal agencies.
- Federal and State domestic violence laws.
- Tribal criminal, domestic violence and sexual assault codes for adults and juveniles.
- Tribal and federal courtroom systems, policies, and procedures.
- Understand social, cultural, and economic factors of individuals and families as they apply to violence.
- Interviewing and assessment techniques for perpetrators of physical/sexual assault and victims of violence.
- Ability to assess for imminent or potential lethal harm and intervene appropriately.
- Crisis intervention, teaching and listening.
- Counsel and interact with individuals, families and community groups.
- Manage workload and responsibilities with minimal supervision.
- Knowledge of legal terminology, format, and procedures.
- Proficient knowledge in MS Office application and database software and have general office skills.
- Excellent written and verbal communication skills.
- Skill and ability to organize, multi-task, and complex problem solving.
- Ability to manage time well and work under stressful conditions with an even temperament.
- Ability to meet and deal effectively with the general public and representatives from other agencies.
- Ability to work well with others and possess a willingness to assist others.
- Ability to attend work daily and on time.
- Ability to give directions well and manage several tasks concurrently.
- Skill to establish and maintain an effective working relationship with co-workers, Fort Belknap Community Council Administration, other programs, agencies, and the public.
- Must have the ability to maintain confidences and confidential information within the office.
- Hold trust and integrity of all clients related information, documents, and communication.

**Education:**

- Bachelor's Degree in Sociology, Social Work, Psychology or related field **OR** any combination of academic education, professional training and work experience that demonstrates the ability to perform the duties of the position.

**Special Conditions:**

- Must be able to pass an adjudicated background investigation prior to hire.
- Incumbent will be subject to and must comply with the Fort Belknap Community Council Substance Abuse Prevention, Drug, and Alcohol testing policy.

- Must be twenty-one (21) years of age at time of hire.
- Must never have been charged with a felony; or misdemeanor within three (3) years of applying position in any jurisdiction.
- Must possess a valid MT driver's license and be insurable by the FBIC Insurance Master Plan.
- Must be an enrolled member of a federally recognized tribe.

**Note:**

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer. The Fort Belknap Indian Community reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract.

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

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***Indian Preference Employer as Required by Law***

Revised: 5/17/19

Approved: