



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

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**JOB TITLE:** **Client/Children's Advocate**  
**SUPERVISOR:** **Domestic Abuse Director**  
**LOCATION:** **Domestic Abuse Shelter**  
**POST DATE:** **September 1, 2017**  
**CLOSING DATE:** **September 15, 2017**

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**General Description:** The primary responsibilities of this position are to provide advocacy and support services to meet state standards for shelter and walk-in clients and their children; act as 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. 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:** \$12.00-\$15.00 per hour/ Dependent upon 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 requested via phone or email and 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](mailto: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/Children's Advocate

**B. DEPARTMENT:** Domestic Abuse Program

**C. SUPERVISOR'S TITLE:** Domestic Abuse Program Director

**D. DESCRIPTION OF DUTIES:** Provide advocacy, support services and act as liaison for younger women 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 young victims.
2. Provide Case Management to clients which include; assessing client needs, explore options and develop plan with client 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 young victims 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 plat 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 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. 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 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. Must possess a valid Driver's License, liability insurance and personal vehicle
2. Must have access to a working phone
3. Self-motivated
4. Works well with others in a team atmosphere.
5. Good oral, written and verbal communication skills
6. Must be proficient with computers and computer software such as Microsoft Word and Excel
7. Ability to establish effective working relationships with the courts and law enforcement
8. Good understanding and sensitivity to domestic abuse and sexual assault, AODA issues, Native American culture and spirituality
9. 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/Children's 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 subject to disciplinary action.

**M. OTHER:** 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. SIGNATURE:**

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**Tribal Administrator**

**Date**