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# LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

## HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969  
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### JOB DESCRIPTION

**POSTED: OCTOBER 10, 2018**

**DEADLINE: OCTOBER 24, 2018**

**POSITION:** Crime Victim Advocate

**DEPARTMENT:** Social Services

**LOCATION:** Social Services Department/Tribal Administration

**SUPERVISOR:** Tribal Prosecutor

**EMPLOMENT:** Full-Time

**SALARY/PAY RATE:** \$14.50-\$16.00/hr D.O.E

**FUNDING SOURCE:** Grant-Funded

#### **DESCRIPTION:**

The Crime Victim Advocate will be responsible for establishing and maintaining contact with victims of crimes which fall under Tribal jurisdiction. This person will both provide necessary support for victims as well as help Tribal Prosecutor pursue justice for the crimes against them.

#### **RESPONSIBILITIES:**

- Needs to be able to maintain absolute confidentiality on all matters relating to crime and crime victims.
- Provides emotional support and crisis intervention for victims of crime.
- Provide initial and ongoing support to victims of crime including:
  - Contacting victims and providing information regarding services, legal process, resources, investigative process and safety planning.
  - Assisting in finding shelter, treatment, educational programs, legal assistance, financial aid and other services as needed.
  - Assisting in completion of any required paperwork.
  - Assisting in filling out and filing protective orders, attending protective order hearings and other court proceedings with client.
  - Obtaining restitution information from victims and provide alternate means for the victim to be compensated for damages incurred as a result of criminal behavior.
- Keeps statistical records as required.

- Assist LVD Tribal Police and LVD Prosecutor in responding to and communicating with victims as needed.
- Coordinate and network with the domestic violence advocate, other advocacy programs, and assistance programs.
- Provide administrative aid to the Tribal Prosecutor.
- Attend Tribal, State and Federal meetings and trainings as required.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Associates degree or comparable work in the field. Equivalent combination of education and experience is preferred.
- Valid Michigan driver's license.
- Must be willing to be on call as needed, including evenings and weekends.

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

- Have knowledge or be willing to learn about the history, traditions, and culture of the Lac Vieux Desert Band of Lake Superior Chippewa Indians and be willing to incorporate that knowledge into the workplace and culturally appropriate services for crime victims.
- Knowledge of appropriate tribal and state laws relating to crime and crime victim's rights, legal terminology, court practices and procedure, modern office procedures and computer skills.
- Ability to communicate with victims in order to obtain relevant information, communicate effectively, verbally and in writing, follow written and verbal instruction, prioritize tasks, monitor spending and establish and maintain effective working relationship with fellow employees and public.
- Computer knowledge as well as word processing, spreadsheets, database software, phone, fax and copy machine. Must be willing to work with other technology as needed.
- Willingness to work with Tribal Court, Tribal Police, Tribal Social Services, Healthcare Personnel, and Tribal Prosecutor to provide necessary services for crime victims.

### **PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, walk, talk, hear, use hands, handle, feel or operate objects and reach with hands and arms.
- Must be able to drive for long periods of time including night driving.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**Date Approved by the Tribal Council: October 9, 2018**