

**APPLY IN PERSON AT:**  
Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303



**OR MAIL TO:**  
Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365  
Phone: (920) 496-7900  
Fax: (920) 496-7490

**APPLY ONLINE AT:**  
<http://oneida-nsn.gov>

A good mind. A good heart. A strong fire.

### **THIRD POSTING OPEN TO ALL APPLICANTS**

**POSITION TITLE:** Community Advocate (Women's Domestic Abuse)  
**POSITION NUMBER:** 01772  
**DEPARTMENT:** Family Services  
**LOCATION:** 2640 West Point Rd Green Bay WI  
**DIVISION:** Governmental Services  
**RESPONSIBLE TO:** Community Advocate Manager  
**SALARY:** NE07 \$20.34/Hr. (NEGOTIABLE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** September 9, 2020  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** September 16, 2020  
**Proposed Start Date:** As Soon As Possible

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

### **POSITION SUMMARY**

Under direct supervision of the Community Advocate Manager, assist in providing direct program services and community education. Continuation of this position is contingent upon funding allocations.

### **DUTIES AND RESPONSIBILITIES:**

1. Practice excellent and trauma informed customer service and skills at all times to include, but not limited to, addressing customer and co-workers needs courteously and promptly.
2. Assist with program intakes and initial assessments, case management, crisis intervention, support services, and works closely with the local domestic violence shelter coordinators for screening and placement.
3. Encourage and assist clients with filling out Temporary Protective Orders/Stalking and Harassment Orders and act as a liaison between law enforcement and the courts.
4. Provide domestic abuse education groups to clients on-site and to other community locations.
5. Develop program curriculum needed to identify and address various social issues such as AODA, sexuality/gender, parenting, cultural identity, conflict resolution, communication, relationships and economics.
6. Maintain client files to include, but not limited to, referrals, intakes, assessments, releases, safety plans, service notes and discharge/closing reports.
7. Provide access to culturally based teachings and healing practices that are geared toward client population.
8. Assist with co-facilitation of various program groups, such as the Coordinated Community Response, when appropriate.
9. Complete required reports for the department, organization and/or funding source in a timely manner.
10. Provide service-related presentations and educational information to tribal, non-tribal programs and the community.
11. Develop a thorough understanding of the Oneida Police Department's procedures and protocols when handling incidences involving victims of domestic abuse.
12. Provide intervention and court advocacy for survivors of domestic violence and sexual assault.
13. Assist with Domestic Abuse prevention presentations including Dating Violence.
14. Attend Domestic Abuse Task Force Team meetings, provide outreach services and assists in facilitating a women's support group.
15. Assist with the annual grant application and required reporting to include, but not limited to data collection on services.
16. Contributes to a team effort and accomplishes related results as required.
17. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.

## **JOB DESCRIPTION**

### **Domestic Violence Advocate (Women's Domestic Abuse)**

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#### **DUTIES AND RESPONSIBILITIES(Cont.):**

18. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
19. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently walk and sit; reach with hands and arms.
2. Occasionally stand and stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds.
3. Ability to work flexible and extended hours and various work schedules.
4. Work is generally performed in an office setting with a moderate noise level.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

#### **STANDARD QUALIFICATIONS:**

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of the judicial system in the area of domestic violence prosecution.
3. Knowledge of the effects and consequences of victimization.
4. Knowledge of business English, proper spelling, grammar, punctuation, and basic math.
5. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
6. Skill in making effective decisions in emergency situations.
7. Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
8. Ability to communicate effectively both verbally and in writing.
9. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
10. Ability to work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm.
11. Ability to handle multiple tasks and meet deadlines.
12. Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
13. Ability to analyze situations and adopt appropriate courses of action.
14. Ability to make solid decisions and exercise independent judgment.
15. Ability to define problems, collect data, establish facts, and draw valid conclusions.
16. Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations.
17. Ability to integrate training, experience, and common sense sufficient to identify potentially dangerous situations, make effective logical decisions, and exercise the appropriate measure of tact or force to resolve the situation with minimum injury to self or other persons or minimum damage to property involved.
18. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
19. Must be willing and able to obtain additional education and training.
20. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
21. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
22. A valid driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Law prior to actual start date. Must maintain driver's eligibility as a condition of employment.

#### **PREFERRED QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. Knowledge of Oneida community, history and culture.
2. Knowledge of community resources.

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### **MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. Bachelor's Degree in Psychology, Sociology, Human Services, Social Work Counseling or closely related field; two (2) years recent direct practice experience working with individuals or families in crisis situations which should include domestic abuse or sexual assault; one (1) year recent experience facilitating educational or support groups in the area of domestic abuse, sexual assault or related and/or equivalent combination of education and experience may be considered.

### **ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**