

**APPLY IN PERSON AT:**

Human Resources Department  
909 Packerland Drive  
Green Bay, WI 54303



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

**OR MAIL TO:**

Human Resources Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

**APPLY ONLINE AT:**

<http://oneida-nsn.gov>

**POSITION TITLE:** Lay Advocate  
**POSITION NUMBER:** 02752  
**DEPARTMENT:** Family Support Services  
**LOCATION:** 2640 West Point Rd  
**DIVISION:** Governmental  
**RESPONSIBLE TO:** Community Advocate Manager  
**SALARY:** NE06 15.41/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
(Employees will receive 5% below the negotiated pay rate during their probationary status.)  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** May 19, 2017  
**CLOSING DATE:** May 30, 2017  
**Transfer Deadline:** May 30, 2017  
**Proposed Start Date:** As Soon As Possible

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**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.

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**POSITION SUMMARY**

This position will provide lay advocacy to victims and survivors of domestic abuse and sexual assault and assist with restraining order/injunctions and criminal justice hearings. This position will also serve as a liaison between the criminal justice system and advocates. Continuation of this position is contingent upon funding allocations.

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**DUTIES AND RESPONSIBILITIES:**

1. Provide advocacy and support services to victims, which include one on one Domestic Violence (DV)/Sexual Assault (SA) education, assessing client's needs, completing a safety plan and identifying social support systems.
2. Increase public awareness and provide ongoing community education on the dynamics of DV/SA.
3. Coordinate and assist with restraining orders, injunctions to victims and survivors of abuse. Provide legal representation to clients.
4. Provide advocacy, information and referrals to victims and survivors of abuse.
5. Collaborate with community resources in an effort to enhance quality of services to victim and survivors of abuse.
6. Coordinate DV and SA events.
7. Provide trainings to Tribal departments.
8. Do presentations to local high schools on issues relating to DV/SA.
9. Provide emergency transitional housing services.
10. Facilitate Women's DV groups.
11. Participate and facilitate the CCR.
12. Maintain and compile statistics, grant reports, and other necessary paperwork.
13. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
14. 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.

## **JOB DESCRIPTION**

### **Lay Advocate**

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

1. Frequently walk, sit, stoop, kneel, lift or stand.
2. Work is primarily in an office setting with little noise.
3. 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 federal, state, county and local laws, regulations and requirements regarding domestic violence and sexual assault.
2. Knowledge of the judicial system in the area of domestic violence.
3. Knowledge of available resources for domestic violence and sexual assault victims.
4. Knowledge of the Oneida community, its history and culture.
5. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
6. Skill in preparing reports.
7. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
8. Ability to communicate effectively both verbally and in writing.
9. Ability to work independently with minimal supervision.
10. Must be willing and able to obtain additional education and training.
11. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
12. Must be willing and able to obtain additional education and training.
13. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
14. 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.
15. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin 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 Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

#### **PREFERRED QUALIFICATIONS:**

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

1. Knowledge of grants, budgets, and collecting data is preferred.
2. Knowledge of community resources for transitional housing is preferred.
3. Previous court room experience is preferred.
4. Certification in Paralegal, Legal Advocacy is preferred.

#### **MINIMUM QUALIFICATIONS:**

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

1. Bachelor's Degree in Human Services, or closely related field is required with one (1) year working experience with domestic violence and sexual assault victims is required.
2. One (1) year experience with legal course work in a judicial setting is required.

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

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