

APPLY IN PERSON AT:
Human Resource Department

909 Packerland Drive
Green Bay, WI 54303

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



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

OR MAIL TO:
Human Resource
Department

P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

JOB DESCRIPTION

POSITION TITLE: Community Advocate (Child/Teen Female Advocate)
POSITION NUMBER: 01713
DEPARTMENT: Family Services
LOCATION: 2640 West Point Rd Green Bay WI
DIVISION: Governmental Services
RESPONSIBLE TO: Community Advocate Manager
SALARY: NE06 \$15.41 (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: November 9, 2017
CLOSING DATE: November 17, 2017
Transfer Deadline: November 17, 2017
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation of Wisconsin 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

Accomplish the Family Services Department objectives by attempting to reduce the use and impact of violence through educational and advocacy services to children, teens, and their families. Assist clients in developing safety plans, empowerment strategies, encourage the use of non-violent methods to resolve conflicts based upon cultural values & teachings. Design and implement individual and group curriculum to teach the use of non-violence. Ensure that services are provided effectively and efficiently to the Oneida Nation. This is a grant funded position. Continuation of this position is contingent upon year to year grant funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Receive referrals and meets with young adults on an individual basis.
2. Facilitate educational groups for children and teens on site, in the school setting, and at other community locations as appropriate.
3. Assess client needs and determine treatment plans.
4. Refer individuals to appropriate support programs including spiritual services, Indian Child Welfare, Oneida Police Department, Peacemaking, Alcohol and Other Drug Abuse (AODA), and mental health services.
5. Develop program curriculum needed to identify and address child and teen social issues including domestic abuse, AODA, sexuality and gender issues, gangs, cultural identity, bullying, conflict resolution, communication, relationships, and other issues regarding youths.
6. Provide access to culturally based activities, including teachings and ceremonies that are geared toward the youth population.
7. Provide crisis intervention as needed.
8. Attend meetings necessary for female youth advocacy.
9. Prepare and submit correspondence; narrative and statistical reports; and other documents as required.
10. Perform data entry and maintain case files, ensuring accuracy of data, and ensuring pertinent, accurate, and current information regarding the youths and their families.
11. Assist in formulating policies and procedures for child advocacy programs.
12. Provide technical assistance, training, and education to local community groups, schools, and external agencies.
13. Coordinate public relations efforts through educational forums, community meetings and events, publications, circulars, newsletters, bulletins, memorandums and other appropriate media.
14. Participate in staff development and training programs.

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DUTIES AND RESPONSIBILITIES: (Cont.)

15. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
16. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
17. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
18. 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; lift and/or move up to twenty-five (25) pounds.
3. Work may be performed in situations where extreme caution must be exercised, and may occur when contacting individuals at home.
4. 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 department organization, functions, objectives, policies and procedures.
3. Knowledge of the Oneida community, history, and culture.
4. Knowledge of social issues, gangs, suicide, teen pregnancy, overall life skills, prevention activities and programs, intervention strategies, individual and family counseling, and available resources.
5. Knowledge and experience working effectively with LGBT/Two Spirited community.
6. Knowledge of the dynamics of domestic violence and relevant interventions.
7. Skill in preparing, reviewing, and analyzing operational and financial reports.
8. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
9. Ability to exercise independent judgment and meet strict time lines.
10. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements
11. Ability to communicate efficiently and effectively both verbally and in writing
12. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
13. Ability to resolve crisis situations.
14. Oneida certification on reporting Child Abuse and Neglect within 90 days of employment.
15. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
16. Must be willing and able to obtain additional education and training.
17. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
18. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary 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 Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.
19. 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 Tribe'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. Experience with advocacy, domestic abuse, AODA, sexuality/gender, gangs, cultural identity, bullying, conflict resolution, communication and relationships are preferred.

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MINIMUM QUALIFICATIONS:

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

1. Bachelor's Degree in Social Work, Psychology, Sociology, Human Services or related field.
2. One year experience working with at at-risk female youth required;
3. One year experience group facilitation.

ITEMS TO BE SUBMITTED:

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