

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.

FIRST POSTING OPEN TO ALL EMPLOYEES TO INCLUDE RETURN TO WORK PROTECTION

POSITION TITLE: Community Advocate (Women's Sexual Abuse)
POSITION NUMBER: 03085
DEPARTMENT: Family Services
LOCATION: 2640 West Point Rd Green Bay WI
DIVISION: Governmental Services
RESPONSIBLE TO: Community Advocate Manager
SALARY: NE7 \$16.95/Hourly (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: March 17, 2021
CLOSING DATE: March 24, 2021
Transfer Deadline: March 24, 2021
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

Accomplish the Children and Family Services Department objectives by attempting to reduce the use and impact of violence through educational and advocacy services to women. Assist clients in developing safety plans and empowerment strategies, and design and implement individual and group curriculum related to domestic abuse and sexual assault. Ensure that services are provided effectively and efficiently and in accordance with the core values of the Oneida Nation. This is a year-to-year grant funded position. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Practice excellent trauma informed customer service skills at all times to include, but not limited to, addressing customer and co-workers needs respectfully 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. Maintain partnership with agencies.
4. 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.
5. Provide sexual assault/domestic abuse education groups to clients on-site and to other community entities.
6. Develop program curriculum needed to identify and address various social issues such as sexuality/gender, cultural identity, communication, and relationships.
7. Maintain client files to include, but not limited to, case management, referrals, intakes, assessments, pre/posttests, surveys, releases, safety plans, service notes and discharge/closing reports.
8. Provide access to culturally based teachings and healing practices that are geared toward client population.
9. Assist with co-facilitation of various program groups and CCR when appropriate.
10. Complete required reports for the department, organization and/or funding source in a timely manner.
11. Participate in staff meetings.
12. Provide service-related presentations and educational information to tribal, non-tribal programs and the community.
13. Develop a thorough understanding of the Oneida Police Department's procedures and protocols when handling incidences involving victims of sexual assault/domestic abuse.
14. Provide crisis intervention and court advocacy for survivors of domestic violence and sexual assault.
15. Assist with sexual abuse prevention presentations including Dating Violence and stalking.
16. Attend Coordinated Community Response meetings, Brown County SART meetings, provide outreach services and assists in facilitating a women's support group.

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Community Advocate (Women's Abuse)

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DUTIES AND RESPONSIBILITIES: (Cont.)

17. Contributes to a team effort and accomplishes related results as required.
18. Grant management of the Sexual Assault Grant.
19. Provide outreach to various agencies and programs to educate about the Oneida Domestic Violence Program.
20. Coordinate Sexual Assault/Domestic Abuse events.
21. Provide advocacy services and support to survivors of Domestic Violence/Sexual Assault.
22. Provide one on one services to clients addressing needs to support safety plans, provide appropriate resources available and crisis situations.
23. Provide medical advocacy in hospital ER and provide follow up services.
24. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
25. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
26. 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. Occasionally stand and stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pound.
2. Ability to work flexible and extended hours and various work schedules.
3. Work is generally performed in an office setting with a moderate noise level.
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 Oneida Nation, federal, state, county and local laws, regulations, and requirements.
2. Knowledge of SA/DV and 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 Tribe=s Drug and Alcohol-Free Workplace Policy during the course of 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.

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STANDARD QUALIFICATIONS: (Cont.)

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. Completed a Sexual Assault Victim Advocacy Program of Curriculum

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, Criminal Justice, or closely related field;
2. Two (2) years of experience working with individuals or families in crisis situations which includes sexual assault;
3. One (1) year experience in Sexual Assault/Domestic Violence group work/facilitation, individual work and community cultural resources and services; 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.**