

Little Traverse Bay Bands of Odawa Indians

Job Posting - REPOSTED



Job Title: Survivor Outreach Services Advocate

Department: Human Services

Reports to: Survivor Outreach Services Manager

Salary Range: \$18.15 to \$25.41 per hour/(\$37,759 to \$52,863) Annually

Status: Non-Exempt

Level: B23

Terms: Grant funded three year position. Grant ends 9/30/2026. Employment start is contingent upon release of grant funds.

Opens: September 18, 2024

Closes: Until Filled

SUMMARY: The Survivor Outreach Services Advocate under the direction of the Department Director will be responsible for community based direct client services to survivors across the lifespan. This position will assist survivors and their families with their individual needs such as employment, transportation, and other personal and environmental challenges resulting from the violence. The Survivor Outreach Services Advocate will work with the services offered in the Department of Human Services as well as outside agencies and be responsible for appropriately maintaining confidential data and client information. This position will encompass working together with other LTBB departments as well as community agencies and resources to fulfill the needs of clients which may include short-term housing assistance, counseling, referrals, employment assistance, and general advocacy and support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide advocacy, safety planning and case management for victims of crime of all ages at the individual and system level.
- Schedule, coordinate and lead applicable multi-disciplinary team meetings.
- Assist victims when requested by Law Enforcement, at crime scenes, hospitals, or other safe locations. Provides support, referrals and information related to victims' rights.
- Collect and track program data including development, implementation and maintenance of confidential client case files.
- Develop, implement and maintain confidential database system for data collection.
- Oversee day to day operations of Tribal Governments Program (TGP) grant under the direction of the Director of the Department of Human Services.
- Complete client intake forms; document services and referrals provided; conduct thorough case management on all cases to include follow up contacts and up to date progress notes.
- Maintains good working relationships with other agencies.

- Evaluate client's needs, make appropriate referrals and assist Tribal citizens in obtaining necessary services from local, county, state or private agencies.
- Consult with traditional individuals and elders to acknowledge and implement traditions to facilitate cultural healing within individuals and the community.
- Network, consult with, and educate the LTBB community about victims of crime.
- Provide community based advocacy and case management to survivors through direct services or by making appropriate referrals.
- Transport clients as necessary and appropriate in keeping with goals of the TGP program.
- Accompany survivors to appointments and hearings as appropriate.
- Provide crisis intervention and referral services during business hours or non-traditional hours, (i.e. nights/weekends/holidays). Must be available on an on call basis for SOS emergencies.
- Maintain case files according to the program and BIA applicable grant standards. This includes but is not limited to appropriate forms, case notes, goals, safety plans, parent/agency agreement and confidentiality releases.
- Provide grant specific reports with regard to these cases and statistics.
- Visit survivors in their homes when safe and appropriate.
- Function as part of department team by covering office duties as necessary.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

To perform the job successfully, an individual should have an in-depth knowledge of various types of victimization. Demonstrate the following: excellent verbal and written communications skills, general knowledge or area resources, knowledge of domestic violence issues, demonstrable writing skills, ability to work as part of a team; ability to write reports, business correspondence and procedural manuals, ability to complete internet research and maintain database files. Must be proficient in Microsoft Office Suite and Print Shop.

EDUCATION AND EXPERIENCE:

Minimum of Bachelor's degree in social work (BSW) and one year experience working in human services or criminal justice field is required. A Bachelor's degree other than social work and two years' experience in the human services or criminal justice field or with a victim services program *may* be considered.

OTHER ESSENTIAL SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must be familiar with federal, state, Tribal and county codes. Cultural sensitivity is required. Must be able to work in high stress environment and handle difficult situations. Be familiar with computers for the purpose of composing reports and entering data. Experience working with criminal justice systems and Native American community preferred. Ability to read, analyze, and interpret, professional journals, technical procedures and regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from clients, staff and the general public. Must have excellent work history, including with LTBB, if ever employed by LTBB.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess valid driver's license, be insurable for duration of employment and have reliable transportation at all times. Must maintain a good moral character standing.

COMMENTS: Indian preference will apply. Position is contingent upon completing and passing a thorough background check.