

Vacancy Announcement #17-147

Position: Female Domestic Violence Advocate
(Non-exempt)

Salary: Grade Level 14/0
(\$24,365 per annum)

Program: Victim Services

Location: Pine Ridge, So. Dak.

Opening Date: November 6, 2017

Closing Date: November 20, 2017

General Description of Duties:

The Female Domestic Violence Advocate will provide support and services to victims of sexual assault, domestic violence, teen dating violence, sex trafficking, and elder abuse. The Advocate will assist the Director with all duties within the OST Victim Service Program and follow through with specific duties related to all program implementation and victims of Domestic Violence/Sexual Assault, Teen Dating Violence, and Stalking. The Domestic Violence Advocate will be under the supervision of the OST Victim Services Director.

Specific Duties:

1. Provide legal, medical and personal advocacy and/or appropriated referrals for victims.
2. Transport victims to shelter/safe houses as needed.
3. Co-Facilitate in house support groups, and house meetings.
4. Attend training as required.
5. Documentation for program statistics/reporting (light clerical).
6. Enter date/stats into specific Domestic Violence programs.
7. Be available for crisis on call line.
8. Other related duties as assigned by the immediate supervisor.

Requirements and Knowledge:

1. Must have knowledge of the Oglala Sioux Tribe's Criminal Justice System and Domestic Violence Code.
2. Must adhere to rules of confidentiality.
3. Must be committed to non-judgmental support of people who have been victimized.
4. Must have understanding of Lakota values and traditions.
5. Must be able and willing to perform office work if needed, such as statistics and assistance with grant or work-related duties.

Qualifications:

1. Must have a minimum of a High School diploma or GED.
2. Must have two (2) years' work experience required, Domestic Violence/Sexual Assault experience preferred
3. A Valid Drivers' License required.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

Notice:

"Applicants tentatively selected for positions with the Oglala Sioux Tribe will be required to submit to screen for illegal drug use prior to appointment. Appointment to the positions will be contingent upon a negative drug test result."

In accordance with OST Ordinance 90-12 and 91-01, record checks will be done on those individuals applying for positions requiring working with children.