

KEWEENAW BAY INDIAN COMMUNITY

2022 TRIBAL COUNCIL

KIM KLOPSTEIN, President
SUSAN J. LAFERNIER, Vice President
TONI J. MINTON, Secretary
DON MESSER, Assistant Secretary
RANDALL R. HAATAJA, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
EDDY EDWARDS
SUE ELLEN ELMBLAD
ELIZABETH "LIZ" JULIO
GARY F. LOONSFOOT, JR.
RODNEY LOONSFOOT

SURVIVOR ADVOCATE WORKER

One (1) Full-time, Non-exempt, Grant funded Position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Current Resume'
- Cover Letter
- College transcripts (if applicable) or Copy of HSD/GED
- Copy of valid Michigan Driver's License
- Minimum of three (3) professional Letters of Recommendation
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Health & Human Services
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

**Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 or 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov**

Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION DESCRIPTION

POSITION:

SURVIVOR ADVOCATE WORKER

Full-time, Non-Exempt position
(Dependent on grant funding)

LOCATION:

Niimigimiwang Transitional House
Baraga, Michigan 49908

SUPERVISOR:

Niimigimiwang Team Lead

SALARY:

Grade 8 (starting wage = \$17.21/hr) with HSD and 18 months working experience or Associate's Degree in CJ or Human Services related field.

OR

Grade 9 (starting wage = \$18.33/hr) with Bachelor's Degree or Associate's Degree and one year full-time working experience. Degree must be in CJ or Human Services related field.

QUALIFICATIONS:

- Must have a High School Diploma or equivalent. *Bachelor's or Associate's Degree in Criminal Justice or Human Services related field is preferred.*
- Must have at least eighteen (18) months full-time working experience working in the Law Enforcement/Criminal Justice or Human Services field with knowledge and experience in the domestic violence field **OR** possess an Associate's Degree in Criminal Justice or Human Services related field.
- Must have basic knowledge of crisis intervention, and trauma informed care.
- Must have knowledge of the dynamics of domestic violence, sexual assault, stalking and dating violence.
- Must have knowledge of the judicial system and Federal and/or Tribal policies and laws related to domestic violence and sexual assault.
- Experience working with Native Americans and knowledge of Tribal traditions and culture is preferred.
- Must be at least 21 years of age, have a valid, unrestricted state driver's license and be insurable to operate fleet vehicles and must sign KBIC Driving Record check form.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and a pre-employment physical.

MANDATORY REQUIREMENTS:

CPR Training, Universal Precautions, TB Skin Test, Mandatory Reporter

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to qualified Veterans who do not have bad conduct or dishonorable discharges (need DD214).

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

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DUTIES AND RESPONSIBILITIES:

1. Must maintain strict adherence of confidentiality laws and policies.
2. Provides crisis intervention, advocacy, trauma informed, supportive services for victims/survivors of crimes with a primary focus on sexual abuse, domestic violence, dating violence, and stalking, MMIW, human trafficking.
3. As a professional helper, has a prime responsibility for assessment, planning and carrying out the treatment program for individual clients and for groups of clients.
4. Provides case management including analyzing files, developing action plans for cases and monitoring case progression.
5. Formulates individual safety and treatment plans, including, assisting survivors with personal protection orders.
6. Conducts attendant and adjunct services (i.e. case finding, referral, and assessment to determine need and extent of services required).
7. Establishes and maintains cooperative working relations with community agencies, schools, courts, and other for timely job completion.
8. Creates a community liaison system for the purpose of planning and coordinating resources.
9. Must be willing to attend continuous training in domestic violence, sexual assault advocacy, and other related areas.
10. Assists in training and supervision of volunteer/intern advocates within volunteer advocate program.
11. Assists in the administration of the agency's DOJ/OVW grant program; participates in the establishments of the policy; assists in program planning and the establishment of standards of practice.
12. Prepares and/or assists with completing fiscal year OVW Program application and reporting.
13. Assists with program reporting to maintain program compliance with the DOJ/OVW grant, completes and hands in a monthly report to supervisor.
14. Communicates, both orally and in writing, with others for timely job completion.
15. Participates in community outreach activities, including the annual KBIC Health Fair, Powwow, and others designated by the Transitional Home to reach awareness, objectives (teen dating, sexual assault, MMIW, stalking, domestic violence).
16. May be required to work different shifts to assist with 24-hour crisis line.
17. Will be a part of the Victim Services Response Team.
18. Other duties as assigned by supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are similar kind or level difficulty.

Distribution Date: June 27, 2022

Closing Date: July 13, 2022 at 4:00 pm or until filled.

TERO Approved: <u>Debra J. P. [Signature]</u> Reviewed for barriers only! Date: <u>6.27.2022</u>
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DRIVING RECORD CHECK FORM

Position applying for or current position held: _____

Department: _____

Is driving required for this position: _____

4.5 Driving Record: All newly hired and current employees are required to provide a copy of their driver's license, commercial driver's license (CDL) or chauffeur license or provide the status if none or not valid and sign a consent form for the Community to enroll them and to obtain access to their personal driving record. As a condition of employment, each employee is required to be insurable according to their position description and the Tribe's current insurance carrier/agent. The Personnel department shall maintain a list of employees eligible to drive a fleet vehicle and a list of employees that are excluded. Excluded employees may not drive the Community's fleet vehicles. The Personnel Department shall enroll each newly hired or current employee through the Michigan Department of State subscription service. The enrollment shall include the employee's name, their driver's license number, CDL, or chauffeur's license, along with their date of birth. The Community will be provided a driving record of all employee(s) when they are first enrolled and then whenever there are any violations, restrictions, suspensions, or revocations posted to their record. Reports will be obtained at least annually.

***** Current insurance carrier requires all drivers of KBIC fleet vehicles be at least 21 years of age.**

Name: _____
Last First Middle

I have read KBIC Driving Record Policy 4.5 and consent to a record check on my license Date: ____/____/____

Driver's license number: _____

Date of Birth: ____/____/____

Signature _____

Or

do not have a valid license as of Date: ____/____/____

Date of Birth: ____/____/____

Reason: _____

Signature _____

By signing this document you are agreeing that you have read and understand the policy and how it pertains to you as an employee of the KBIC.

Personnel Use only

- *****
- Copy of license
 - Copy of personal vehicle insurance coverage