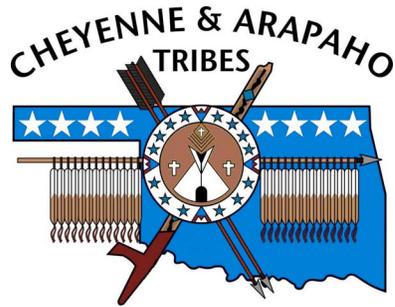


DOMESTIC VIOLENCE PROGRAM



*P.O. Box 38
Concho, OK 73022
(405) 262-0345
(405) 295-1525
Fax: (405) 295-1895*

*****VACANCY ANNOUNCEMENT*****

POSITION: Sexual Assault Advocate

LOCATION: Domestic Violence Program- El Reno, OK

ISSUE DATE: July 15, 2019

CLOSING DATE: Until Filled

GENERAL DESCRIPTION: Under the direct supervision of the Domestic Violence/Sexual Assault Coordinator, the Sexual Assault Advocate would be responsible for case management of clientele and other duties that are assigned by their Coordinator. This is performed in accordance with established Federal and/or departmental guidelines. The Sexual Assault Advocate will provide direct advocacy services to child, youth and adult survivors of sexual assault including safety planning, crisis intervention, support, accompaniment for forensic exams or other emergency care, accompaniment for law enforcement interviews, court and other legal meetings, information and referrals, coordinate and facilitate healing groups, and other activities described in the project. The Sexual Assault Advocate will dedicate 100% of their time to the grant project.

DESCRIPTION OF DUTIES:

- Provide assistance to clients of the Victims of Sexual Assault Program.
- Regularly review cases and planned events with the Coordinator to ensure that programs are in compliance.
- Responsible for formulation and submission of monthly and quarterly reports.
- Conduct intake, assessment and case planning services to applicants as assigned.
- Collaborate with other Agencies and Organizations regarding client need(s), services and planned events.
- Provide advocacy and direct services for Cheyenne and Arapaho families and/or other Native American Families, as needed.
- Provide written or oral reports on clients to appropriate requesting parties, as needed.
- Assist in developing and maintaining client files by quality criteria that is established within the Victims Sexual Assault Program.
- Assist in locating appropriate resources for families that are in-need; Developing positive relationships with service providers in the community, as well as outside of the services area.

- Participate in case staff meetings, department staff meetings and other meetings pertaining to the Victims Sexual Assault Program as needed.
- Able to transport clients.
- Responsible for the planning and hosting of program events which includes creating flyers, promotional handouts and artwork for billboards.
- Other duties assigned by the Domestic Violence/Sexual Assault Coordinator.
- Provides counseling services to children, youth and survivors of sexual assault.

QUALIFICATIONS:

- Prefer a Master’s Level/LPC or at least 4 years of experience working with victims of Sexual Assault.
- Be willing to attend training relevant to job position.
- Ability to work flexible hours and willing to work outside of normal business hours, including after 5:00 PM.
- Must understand and strive to implement the program’s goal, objectives, rules and regulations.
- Possess communication skills, written and oral, to relate to Indian and Non-Indian communities, other agencies and the general public.
- Must be computer literate, possess good writing skills and be able to communicate effectively.
- Must have the ability to maintain a wholesome and favorable rapport with the general public, tribal members, program directors/coordinators, tribal employees and vendors.
- Ability to maintain a high level of confidentiality on all client matters and other matters protected by the Privacy act as well as other confidentiality regulations.
- OSBI and criminal background check required and be adjudicated appropriately.
- Must possess a current Oklahoma Driver’s License to operate a Tribal owned vehicle as well as have reliable transportation.
- Prefer knowledge of Cheyenne and Arapaho/Native American cultures and values.
- Ability to work with difficult clientele with various social problems and/or needs.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

or email: atisdalel@c-a-tribes.org

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612



To view all our current vacancy announcements, please visit our website at: www.c-a-tribes.org