



Ho-Chunk Nation

Job Description

TITLE: Mobile Advocate – Domestic Violence		JOB CODE: MODV
Government - Employee		EEO: 5
Non-Exempt		PAY GRADE: 10
No Flex	FUNDING SOURCE: Grant	NATIVE AMERICAN PREFERENCE

“All employees are subject to the Drug, Alcohol and Controlled Substance Policy.”

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

“This position requires compliance with the Indian Child Protection and Family Violence Act, 25 U.S.C. Part 3207 (c) and shall be subject to a background investigation as a condition of employment.”

POSITION OVERVIEW

The Advocate will provide trauma informed mobile advocacy to individuals and families who have or are experiencing domestic violence, stalking, and/or dating violence. Mobile advocacy will include crisis response and intervention, traveling to the clients’ community to provide supportive listening, safety planning, restraining order assistance, court accompaniment, community resource referrals, transportation, and on-going support. Mobile Advocates will be responsible in coordinating the delivery of approved supportive services to assist with securing safety for a client and/or family and assist with answering and responding to the 24 hour crisis line. Mobile Advocates must adhere to all applicable tribal, federal, state, and local laws and codes including, but not limited to, confidentiality, privacy, and mandated reporting while remaining compliant with all grant requirements.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Provide trauma informed crisis intervention and provide consistent culturally sensitive and non-judgmental advocacy supports by traveling to clients’ home community to provide direct services.
2. Create a comprehensive service plan by assessing client/family crisis situation, identify ongoing needs, and set priorities for solutions through clients’ informed choice.
3. Establish and maintain collaborative and cooperative partnerships with community and tribal resources to meet the needs and promote empowerment by creating a path to healing.
4. Participate in consistently scheduled client case consults to seek out appropriate services.
5. Assist with coverage of the 24 crisis line on an established rotating schedule.
6. Maintain client records and supportive services based on established protocol consistent with confidentiality mandates.
7. Complete all client data required for grant reports by appointed deadlines.
8. Actively participate in established county and tribal CCRT meetings as scheduled.
9. Participate, attend, and complete grant trainings/meetings and domestic violence related trainings in order to meet and maintain grant compliance or as requested by Division Director.
10. Perform other DA Division related duties as assigned by Division Director.

JOB RESPONSIBILITY

Job Reports to	Supervisor – Domestic Abuse Division Director
Leadership Accountability	Implements Operating Plans
Supervisory Accountability	None
Organizational Accountability	None

Financial Accountability	None
Customer Accountability	Interfaces with outside customers, interfaces with inside customers
Employee Accountability	Operates with significant independence, subject to general input from supervisor, subject to regular review by supervisor.

MINIMUM QUALIFICATIONS

EDUCATION:

1. High School diploma or equivalent is required.
2. Bachelor’s Degree in social work, sociology, psychology or related field, and/or equivalent combination of human services/social services/domestic violence related training and education is preferred.

ESSENTIAL:

1. Complete 120 hours of Domestic Violence Advocacy Training within six (6) months of initial hire.
2. Maintain a valid driver’s license, dependable transportation, and insurance.
3. Promote a positive, non-abusive, healthy lifestyle.
4. Adhere to all applicable confidentiality laws.

EXPERIENCE:

1. Minimum of two (2) years post high school experience in social work or related disciplines.
2. Two (2) to four (4) years of professional experience in human service field preferred.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Knowledge of and understanding of the dynamics of domestic violence and sexual assault issues within Indian Country.
2. Knowledge of Native American and Ho-Chunk culture, family dynamics, and social service systems.
3. Knowledge of both tribal and non-tribal community resources.
4. Ability to work sensitively with traumatized populations and handle crisis situations effectively.
5. High degree of flexibility with an ability to empower, consistently convey an open, respectful, and solution-orientated approach to addressing challenges, completing work tasks, and provide positive and constructive feedback to internal and external persons.
6. Effective time management skills with capability to prioritize and exceptional organizational skills.
7. Ability to work with Microsoft Office programs including Word, Excel, Access, Outlook, and publisher.
8. Ability to work independently, be dependable, energetic, possess initiative, and be self-motivated.
9. Strong collaboration and team work skills.
10. Excellent, respectful oral and written communication.

WORK PLACE RESPONSIBILITY

1. Maintain a safe and healthy working place environment.

WORKING CONDITIONS

1. Office setting (40%) and frequent travel to provide direct client services.
2. Be able to and willing to travel to trainings in and out of the state.
3. Willingness to work varied hours, including some evenings, nights, and holidays.