POSITION: Advocate II

DEPARTMENT: Court

Supervisor: Coordinator Lead Advocate and Court Administrator

Supervises: No one

FLSA Status: Non-Exempt

POSITION SUMMARY:

The purpose of this position is to provide crisis intervention, advocacy, outreach, awareness, and case management duties for victims of domestic violence, dating violence, sexual assault, sex trafficking, stalking and other crime through the provision of direct services, outreach, liaison with local criminal justice entities, and collaboration with community resource providers. This position will work closely with the tribal police department and the tribal Attorney General from the initial call through the prosecution of the victims’ legal process journey. One of the core responsibilities of this position is to help relieve victims of the systemic trauma and stress that comes after the crime through advocacy, and provision of services. This position is housed within the Sac and Fox Court and will perform highly interactive duties working as a liaison between the Victims’ Services Program, tribal and local court systems, tribal and local police departments and other victim service organizations. This position will be primarily responsible for the development and presentation of community outreach projects to develop education and awareness associated with the Victim Services Program goals and objectives.

Duties and Responsibilities: 

1. Provide crisis intervention, which will include being on 24-hour call rotation with other advocates to provide immediate victim support, advocacy, assist law enforcement in completion of any needed statements, coordination of needed victim exams and interviews, and any needed emergency services.
2. Provides direct services to victims and their dependents including but not limited to, emotional support, victim’s rights information, help in finding needed resources, assistance in filling out victim related forms, and support through all court processes related to the victimization;
3. Must be able to create and foster a beneficial working relationship with the tribal police department and the tribal Attorney General’s office;
4. Reports to the Coordinator/Lead Advocate the needs of victims requiring financial assistance;
5. Serve as liaison between victims, Law Enforcement and Prosecution and provides court support;
6. Collaborative approach for work within the communities;
7. Assists victims in securing Orders of Protection and Injunctions Against Harassment;
8. Assesses victim needs and acts as a resource for community service referrals;
9. When allowed, the Advocate will speak for the victim in front of the tribal Judge;
10. Engages in follow-up contact with victims after case disposition;
11. Facilitates community outreach activities that include conducting presentations for community groups and public service agencies on the services offered by the Program;
12. Encourages involvement and interest in victim-related training and awareness campaigns;
13. Provides in-service training and/or disseminates information on available victim-services trainings for law enforcement and the Nation’s Departments who are responsible for providing services to the community; Encourages involvement and interest in victim-related training and awareness campaigns;
14. Attends tribal and local events including the Sac and Fox Nation’s Annual Pow-Wow setting up outreach and awareness tables to distribute educational materials and answer questions;
15. Responsible for planning and organizing outreach through the programs’ social media accounts including maintaining the account, creating graphics for events hosted by the program, and sharing information related to the services offered by the program;
16. Communicates in the exchange of information by completing thorough case documentation in Victim Services using a paper-based and, where available, computer automated case management system;
17. Hosts regular meetings, at a minimum of quarterly, with tribal programs or new partners to discuss any identified gaps in services or communication;
18. Maintains statistical records on victims served and services provided; Collects data to track crime victims within the Sac and Fox Nation, local counties and tribal members outside the Sac and Fox jurisdiction; submits monthly statistical reports to the Coordinator-Lead Advocate;
19. Maintain a list of any instances, stories or complaints where the Victim Service Program could not adequately meet the victim’s needs;
20. Builds and maintains a relationship with Sac and Fox Nations’ Attorney General’s Office;
21. Works with the Prosecution Division attorneys and staff to improve services to victims and provides court support for victims;
22. Assists in the recruitment, selection and training of volunteer staff in the Victim Services Division;
23. Maintains up-to-date training on victims advocacy which often requires out-of-state travel;
24. Must maintain confidentiality of all information as required by law and confidentiality agreements.
25. Other duties assigned as necessary to meet the program and/or Tribal organizational needs.
26. Nothing in this specification restricts management’s rights to assign or reassign duties and responsibilities to this job at any time or to add, delete, or modify any and/all provisions of this description at any time as needed.

Knowledge, Skills, and Abilities:

1. Must have strong verbal and written communication skills and possess the ability to work collaboratively and across disciplines when necessary.
2. Thorough knowledge of modern office practices and procedures along with the use of office machines and equipment.
3. Good organizational, time-management and multi-tasking skills, including the ability to take initiative, prioritize duties and work independently and within a team environment.
4. Knowledge of the criminal justice process and victims’ rights; community resources available to victims for shelter, treatment, education, legal assistance, and financial aid.
5. Exemplify professional and courteous service.
6. Ability to maintain cooperative relationships with the public, coworkers, and other agencies while managing sensitive information and uncomfortably situations.
7. Ability to stay calm while working people in crisis situations; communicate and interact with individuals from diverse social, economic, and ethnic backgrounds in a professional manner.
8. Work responsibly under minimal supervision.
9. Must be able to effectively withstand potentially hostile situations that include individuals that are angry, agitated, or otherwise upset.
10. Must be able to operate a motor vehicle to perform field work which includes visiting crime scenes, victim’s homes, hospitals, and other locations which may expose the advocate to hostile or unknown circumstances.
11. Discretion and integrity to work on highly confidential information is a must and must be followed to the highest standard.

Education and Experience:

1. Bachelor’s Degree in Social Services, Mental Health Counseling, Law Enforcement or other related field of victims’ services, and two (2) of related professional experience.
2. Experience in the field of victim advocacy or services is preferred.
3. Any appropriate combination of education and experience may be substituted for the above.

Requirements:

1. Must have a valid Oklahoma Driver’s License.
2. Must be insurable.
3. Must be able to pass a pre-employment drug screen, background check, and physical.
4. Must be able to lift up to thirty (30) pounds.
5. Will at times require sitting or standing for long periods of time.
6. Must be able to work in high stress situations.

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Employee’s Signature Date

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Supervisor’s Signature Date