



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**POSITION: Victim Advocate (Family Services Department) - (2) Full-Time
(1) – Manistee based and (1) – Muskegon based – Grant Funded**

SUMMARY: The primary function of the Victim Advocate is to provide cultural support and advocacy for the rights and protection of victims of domestic violence, sexual assault, dating violence, stalking, teen dating violence, human trafficking, and child sexual assault. Advocate is responsible for identifying individual victims' needs and will work together with Tribal and community resources to fulfill those needs which may include shelter, crisis intervention, medical accompaniment, referrals, general victim advocacy, safety planning, judicial advocacy, and any other identifying needs. Victim Advocate is responsible for assisting with the daily operations of advocacy services and ensuring that all data and victim services documentation is appropriately maintained to ensure victim confidentiality. Work will be done at our Muskegon and/or Manistee office.

EMPLOYMENT QUALIFICATIONS: Minimum Necessary Qualifications –

- Bachelor's Degree in social work, sociology, psychology, criminal justice, human services, or related fields. Equivalent combination of education and experience may also be considered; and
- A minimum of one (1) or more years' experience in advocacy work or equivalent in similar type work; and
- Experience working with diversified communities, preferably Native American communities; and
- Technical skills of an intermediate user of MS Office, computers, and office equipment; and
- Must be willing to work flexible hours, which may include after hours and/or weekends; and
- Must be willing to attend continuous training that may require travel; and
- Must be willing to travel whenever necessary to meet program needs; and
- Must display a positive attitude and a willingness to provide services with dedication; and
- Must possess and maintain a valid Michigan driver's license with the ability to be insured under the company's insurance policy; and
- Must be able to successfully pass a pre-employment drug/alcohol screen and background screening; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a Driver's License throughout employment and being insurable under the Tribe's insurance policy.

Indian Preference applies in accordance with Ordinance #15-600-02

Pay Grade: NE9 Hiring Range: \$15.87 – 19.86 – Commensurate with verified Qualifications

Status: Non- Exempt /Hourly/Bi-weekly Pay

Background Check: Extensive

Application Instructions: *Incomplete submissions will not be considered.*

Obtain an application form and a copy of the position description by visiting our LRBOI website – lrboi-nsn.gov under the "Employment" heading or by contacting Human Resources at:
LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
phone: (231) 398-6859; Email: aliciaknapp@lrboi-nsn.gov.

To apply please submit completed LRBOI application (required), any trainings/certificates relevant to position, cover letter, resume and copy front/back of driver's license; to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Fax: (231) 331-1233; Email: apply@lrboi-nsn.gov.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

Incomplete submissions will not be considered.

For further information, please contact the LRBOI HR Department.

Posted: 04/13/2023

Removal: 04/27/2023