



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position: (1) - Victim Advocate (FT- Regular- Family Services Department)**  
**Repost - This is a grant funded position – Primarily based out of the Muskegon Office.**

**Summary:** The primary function of a Victim Advocate is to provide direct support services to victims of crime, pursuant to funding provided by the VOCA grant. This position will assist victims and survivors with identifying their individual needs that can range from shelter, long term housing, food, clothing, safety planning, legal advocacy, and transportation. The Victim Advocate will be working with surrounding support service agencies and keep up to date with services that are being offered to the community. The Victim Advocate will be responsible for maintaining confidential data and client information. Work will be primarily done out of our Muskegon office and occasionally at our Manistee Office.

### **Employment Qualifications: Minimum Necessary Qualifications -**

A qualified candidate offers:

- A Bachelor's degree in social work, sociology, psychology, criminal justice, or human services; and
- A minimum of two (2) or more years' experience in advocacy work or equivalent in similar type work; and
- Must possess and maintain a valid driver's license with the ability to be insured under the company's insurance policy; and
- Automobile travel required. If company car is not available, employee may be required to use their own vehicle, so proof of valid automobile insurance is required; and
- Must be able to successfully pass a pre-employment drug/alcohol screen and background screening.
- 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  
**Rate:** \$15.87 - \$19.86

**Background Check:** Extensive  
**Status:** Non-exempt/bi-weekly pay

### **Application Instructions:**

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

**Incomplete submissions will not be considered.**

**To apply please submit completed LRBOI application, cover letter, resume, copy of bachelor's degree transcripts(if applicable), any trainings/certificates relevant to position, copy front/back of Tribal ID (if applicable) 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](mailto: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 – 1/10/2023**

**Removal – 1/24/2023**