



**Lower Sioux Indian Community (LSIC)
Women Victim's Services Coordinator –
Job Description**

Title: Women Victim's Services Coordinator
Reports to: Lenor Scheffler, Legal Counsel
Fulltime Equivalence: 1.0 FTE

Summary: The Women's Victims Project is a new project designed to strengthen Lower Sioux's capacity to protect women victims of crimes, including domestic violence victims and sex trafficking victims. The Women Victim's Services Coordinator will lead the project through: (1) the ongoing coordination, of 1 tribal committee and 1 multi-jurisdictional committee and (2) the monitoring and ongoing provision of supports/referrals to women victims.

Duties:

- Assist Legal Counsel in scheduling, coordinating, minutes, and communications with the new Multijurisdictional Victims Committee that meets quarterly.
- Assist Legal Counsel in scheduling, coordinating, minutes, and communications with the new Tribal Justice Staff Committee that meets monthly.
- Assist in streamlining court and multi-jurisdictional actions through emails, phone, scheduling, and other modes of service coordination.
- Assist Legal Counsel in disseminating information to protect women victims of violence, such as the development and adoption of new codes and policies for women victims at Lower Sioux.
- Maintain confidential list of women victims referred to for services by Tribal Law Enforcement, Minnesota Indigenous Women's Society and others, providing follow-up calls for support and referrals to ensure they are safe and have resources needed to remain safe.
- Maintain records of all Women's Victims Project activities and write monthly reports to supervisor.
- Assist in evaluation activities.
- Perform other duties, as may be required.

Qualifications:

- Must pass a background check.
- Be 21 years of age or above.
- Hold a minimum of an A.A. degree.
- Have at least one years' experience working in social services, mental health or courts.
- Ability to navigate in a positive and respectful way throughout LSIC.
- Knowledge of or willingness to learn traditional Dakota lifeways and healing practices.
- Computer experience, including word processing, databases, spreadsheet and file management.
- Ability to travel within ten miles outside LSIC.
- Flexibility, patience, good personal hygiene, and physical and mental health which does not interfere with responsibilities.
- Valid driver's license.
- Must pass a drug test at hire and throughout employment.

Disclaimer:

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Community Tribal Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

In accepting employment, I am agreeing to perform the duties and responsibilities listed above.

In addition, I agree to adhere to any policy or procedure changes that may occur during my employment with the Lower Sioux Indian Community.

Print Name: _____

Signature: _____

Date: _____