

Job Announcement

Position: (2 FT) Community Advocate Liaison
USDOJ/COPS Grant 150VC-21-GG-00925-TV AG
FTE - 21.50 per hour

Department: Public Safety/Law Enforcement
Reports to: Public Safety Director and Chief of Police

To apply: Please go to <http://lowersioux.com>
Submit application and resume to the LSIC Human Resource Office

Open until filled

Summary:

The Community Advocate Liaison position serves in a non-sworn capacity for the Public Safety/Law Enforcement department. The principal role of this position is to serve as an advocate for victim(s) who are eligible to receive services from tribal and/or state service programs.

The Community Advocate Liaison will assist victim(s) of crime by providing a full range of services, including assistance with compensation claims, crisis intervention, court support, community referrals, and community awareness.

The Community Advocate Liaison responsibilities include, but are not limited to:

- Be knowledgeable in regard to tribal, state, and federal program procedures and services offered and available to victims of crime.
- Provide crisis support, on-going outreach, emotional support, safety planning, and information/referral assistance to victim(s).
- Initiate contact with victims of crime to advise them of their rights, provide assistance navigating the local criminal justice system as necessary, and develop a service plan with clients.
- Assist victim(s) in applying for resources and benefits, including reimbursement or lost wages and medical expenses; assist victim(s) with completing and processing forms through tribal and state assistance programs.
- Act as a liaison between local, state, and other criminal justice agencies (e.g. law enforcement, prosecutors, etc.) for victims of violence, including their immediate families.

- Facilitate, coordinate, and/or conduct public presentations that will educate the community about program services and detail resources that are available to victim(s) & families of violence, including counseling, transportation, shelter, etc.
- Performs other duties/assignments as directed by supervisors.

Knowledge, Skills and Abilities:

- Excellent oral and written communication skills.
- Ability to research, prepare and present daily and monthly activity reports.
- Able to work flexible hours, including during crisis situations.
- Ability to facilitate diverse groups in developing collaboration and partnerships in providing services through the referral process.
- Ability to exercise good judgement and maintain confidentiality requirements.

Requirements:

- Pass a federal, State, and Tribal background investigation.
- Possess a high school diploma or equivalent.
- Enrolled (to be enrolled) in post high school degree program focused on human services, criminal justice, and/or social work.
- Prior experience working with or for a tribal government or business.

Certificate/License:

- Valid Minnesota Class D Driver's License.
- Must be insurable to operate a LSIC owned vehicle.

Conditions of Employment:

- Subject to pre-employment drug and alcohol testing
- Able to travel to complete and assignment or to complete required training.
- Become knowledgeable of the LSIC Employee Handbook (Policies).
- Work shift that requires some evening and weekend hours.
- Must be knowledgeable and supporting of the LSIC Vision and Mission Statements, found at <http://lowersioux.com/departments/tribal-law-enforcemnt/>