



Lower Sioux Indian Community in the State of Minnesota

P.O. Box 308 • 39527 Reservation Highway 1

Morton, MN 56270

Cansayapi Otunwe

LOWER SIOUX INDIAN COMMUNITY

COMMUNITY ADVOCATE LIAISON - JOB DESCRIPTION

JOB TITLE: Community Advocate Liaison
DEPARTMENT: Public Safety/Law Enforcement
REPORTS TO: Public Safety Director and Chief of Police
FLSA STATUS: Non-Exempt
SALARY GRADE: CBFA

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.

EDUCATION AND EXPERIENCE:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 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.
- Regular attendance necessary.
- Regular punctuality necessary.
- Available and willing to work any changes in hours on the schedule at any time during employment.
- Other duties as assigned

SKILLS KNOWLEDGE AND ATTRIBUTES:

- 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.

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 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: _____