



Employee Job Description		
Position Title: St. Croix Tribal Sexual Assault Advocate		
Position ID #		
Facility: St. Croix Tribal Health Clinic		
Job Family: Health and Human Services	Comp Grade: Pay Rate	Status: FT

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

**Position Summary:**

This position reports to the Domestic Violence/Sexual Assault Manager and is responsible for providing case management and service coordination to the Domestic Violence/Sexual Assault program.

**Essential Functions:**

The domestic violence and sexual assault program provides culturally appropriate services to survivors. Services are survivor-centered and include: address housing, food, childcare, etc., legal, system advocacy, linkage to care and services, and other support to ensure survivors are safe, stabilized, and are able to thrive.

**(Job Title) Job Duties:**

- Complete required training, certifications, and licensing requirements
- Provide internal and external referrals
- Communicate with clients in-person, on the phone, via text, via email
- Provide SA victim advocacy 24/7: Intake, referrals, safety plan, respond to client crisis and assist clients in addressing crisis which may include, but not limited to, transporting to/from emergency shelters
- Complete all documentations adhering to all HIPAA guidelines

- Immediately report to DV/SA manager if any changes in circumstances that may impact the safety plan
- Advise victims of their rights and reporting options
- Advocate for culturally appropriate quality services
- Assist with support groups for participants
- Obtain necessary photocopies of client documents
- Travel and fieldwork required
- Any other duties assigned by supervisor

**Note:** The essential functions are intended to describe the general contents of and requirements of this position and are not intended to an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

**Type of Supervisory Responsibilities:** N/A

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**Directly Reporting to:** Domestic Violence/Sexual Assault Manager

**Matrix of INDIRECT Reporting:** St. Croix Tribal Human Service Director

**Scope and Complexity:**

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices.

**Physical Demands/Environment Factors:**

- Requires extensive sitting with periodic standing and walking
- May be required to lift up to 50 pounds
- Requires significant use of personal computer, phone and general office equipment
- Needs adequate visual acuity, ability to grasp and handle objects
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone
- May require off-site travel

**Minimum Qualifications**

- Valid Wisconsin state driver's license
- Must pass a criminal background check
- Demonstrated ability to maintain confidentiality, honesty, and strong ethical reasoning.

**Preferred Qualifications:**

- Associate's Degree in Human Services or related field.
- Demonstrated competency in delivering trauma-informed victims' or survivors' services (case management, victim's advocacy, etc.); formal training in a trauma-informed model of care
- Experience with project, grants, or contract management
- Experience working in diverse communities and possesses a high level of cultural competency

*Native American Preference Given in Accordance with P.L. 93-638 and Amendments*

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EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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\*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.