Employee Job Description		
Position Title: Domestic Violence/Sexual Assault Advocate		
Facility: St. Croix Tribal Family & Human Services		
Job Family: Family and Human Services	**Comp Grade:** $20-22/hr DOQ	**Status:** FT

Position Summary:
Under the direction of the Ganawenindiwag Program Manager, the Domestic Violence/Sexual Assault Advocate provides confidential, trauma-informed, survivor-centered, and culturally responsive advocacy services to individuals affected by domestic violence, sexual assault, dating violence, stalking, human trafficking, and other forms of interpersonal violence.

The Advocate partners with survivors to promote safety, healing, empowerment, and self-determination by providing crisis intervention, advocacy, safety planning, systems navigation, referrals, culturally grounded healing opportunities, and coordination of wraparound services. The Advocate works collaboratively with Tribal departments, community agencies, healthcare providers, law enforcement, legal systems, and community partners to ensure survivors have equitable access to resources while maintaining the highest standards of confidentiality and professional ethics.

Essential Functions:
The Ganawenindiwag Program provides trauma-informed, culturally grounded, survivor-centered services that recognize the impacts of historical trauma while honoring Indigenous values, traditions, and healing practices.

Job Duties and Responsibilities:
Crisis Intervention & Survivor Advocacy:

- Conduct individualized needs assessments and develop collaborative safety plans.
- Provide ongoing emotional support, advocacy, information, and referrals based upon survivor-identified goals.
- Assist survivors in navigating Tribal and non-Tribal systems.
- Provide medical, legal, law enforcement, and court accompaniment as requested.
- Explain victim rights, reporting options, confidentiality, and available community resources while respecting each survivor's right to make informed decisions.
- Assist participants in accessing emergency shelter, transportation, food, clothing, and other immediate needs when available.
- Immediately notify the Program Manager of high-risk situations or concerns requiring additional intervention.

Coordination & Systems Advocacy:

- Maintain collaborative relationships with internal departments and external community partners.
- Advocate to reduce barriers survivors may experience while accessing services.
- Monitor referrals and maintain ongoing communication to support continuity of care.

Cultural Healing & Community Connection:

- Promote culturally grounded healing opportunities that reflect participant choice and Tribal values.
- Coordinate access to Traditional Healers, ceremonies, talking circles, cultural teachings, language revitalization, and other culturally meaningful healing activities when appropriate.
- Empower survivors' connection to culture, family, community, and traditional wellness practices as part of their healing journey.

Prevention Education & Community Outreach:

- Participate in community education efforts promoting healthy relationships, violence prevention, consent education, and awareness of available services.
- Develop and assist with educational presentations, awareness campaigns, and community events.
- Represent the Ganawenindiwag Program professionally within the community.

Documentation & Grant Compliance:

- Maintain accurate, timely, and confidential participant records consistent with Tribal and program policies and federal funding requirements.
- Complete documentation in accordance with grant requirements and program standards.
- Assist with collection of required program data and statistics.
- Protect participant confidentiality in accordance with VAWA, FVPSA, Tribal confidentiality policies, and other applicable laws and regulations.

Professional Responsibilities:

- Complete all required training and continuing education.
- Maintain professional boundaries and ethical standards.
- Participate in regular supervision, case consultation, and reflective practice.
- Utilize trauma-informed practices and self-care strategies.
- Travel throughout the service area as needed.
- Maintain regular and reliable attendance and availability during the approved work schedule to provide survivor services, crisis response, program coverage, and other assigned duties

Perform other duties as assigned.

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

Directly Reporting to: Ganawenindiwag Program Manager

Physical Demands/Environment Factors:

- May require extensive sitting with periodic standing and walking
- May be required to lift up to 50 pounds
- Requires significant use of computer, phone, and general office equipment
- Needs adequate visual acuity, ability to grasp and handle objects
- Needs ability to communicate effectively through reading, writing, and speaking in person or on the telephone
- Requires off-site travel
- Work may be performed in the office, community, and other settings. Regular in-person interactions required.
- Weekend, evening, and on-call availability needed.

Minimum Qualifications

- Must possess and maintain a valid driver's license and meet Tribal driver insurability requirements throughout employment.
- Must successfully complete required background screening and pre-employment drug screening.
- Proficiency in using Microsoft Office and data systems.
- Demonstrated ability to maintain strict confidentiality, exercise sound judgment, and uphold ethical standards.
- Excellent interpersonal, communication, organization, and documentation skills.
- Ability to work independently while collaborating effectively within a team.
- Ability to respond calmly and professionally during crisis situations.

Preferred Qualifications:

- Associate's or Bachelor's degree in Human Services or a closely related field; or an equivalent combination of education and experience.
- Experience providing domestic violence, sexual assault, victim advocacy, crisis intervention, behavioral health, case management, or related human services.
- Experience working with Tribal communities or Indigenous populations.
- Demonstrated understanding of trauma-informed care, historical trauma, adverse childhood experiences (ACEs), survivor-centered advocacy, and culturally responsive service delivery.
- Knowledge of domestic violence, sexual assault, stalking, and human trafficking dynamics.
- Experience working with grants, data collection, or contract compliance.

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