

Sisseton-Wahpeton Oyate

Job Description

Job Title: Sexual Assault Services Advocate

Supervision: Under the supervision of the Sexual Assault Services Program Manager of the Sisseton-Wahpeton Oyate of the Lake Traverse Reservation.

Standard Employment: Hours are 40 hours per week, and will be primarily be between the hours of 8 a.m. to 4:30 p.m. Monday through Friday, however, may include after hours, once the program is implemented.

General Description: The Sexual Assault Services Advocate's primary job function is to develop, coordinate and implement a quality program for victims of sexual assault. This includes developing a program policy and procedures manual.

Essential Functions:

1. Performs complex administrative duties related to general fiscal processes, i.e., purchase orders, tracking accounts payable and accounts receivable; maintaining a cuff account; tracks order status and verification of delivery; follows up on billing issues; prepares billings for contract mental health consultants; prepares various service related reports, calculates hours of response time; maintains record of inventory for equipment.
2. Processes, tracks, enters and forwards reports; compiles monthly statistical reports for forwarding to the SAS Program Manager.
3. Independently prepares correspondence and recurring reports for signature; coordinates office procedures and practices; establishes and maintains a variety of files and records; statements, narrative statistical reports, minutes, agendas, and other documents as required; processes detailed and technically complex information as needed, and prepares related reports; coordinates activities with other tribal programs and/or governmental entities; organizes and independently performs or leads project work.; proofreads others documents, correspondence, and data input reports for correctness, clarity, and completeness.
4. Must be able to complete and submit grant applications, supplements and modifications as required, compile programmatic reports and other requested information.

5. Provide educational training and information to individual clients and to the general public as needed;
6. Provide compassionate care to victims of sexual assault.
7. Responsible for initial interview and intake with potential clients. Provide referral to clients for individual and group mental health treatment.
8. Seek transportation for program services and other services needed such as education, drug, alcohol or financial services.
9. Serves as a primary team member of the Tribes “Behavioral Health Advisory Committee” which is composed of all law enforcement, court, and tribal social services programs in addition to the Indian Health Service within the service area (Lake Traverse Reservation).
10. Must maintain a working relationship with Tribal Law Enforcement, South Dakota Department of Corrections Regional Supervisor; South Dakota Board of Pardons and Paroles; and neighboring law enforcement agencies.
11. Must be able to travel for training as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of: General office management practices and procedures of the Sisseton-Wahpeton Oyate;

- Basic bookkeeping and accounting methods;
- Strong leadership qualities, good decision making ability and excellent communication skills
- Interpersonal communications skills;
- Computer operation and programs unique to civil document processing requirements;
- Website management
- Various computer applications including word processing, data entry, and spreadsheets;
- Working with federal grants.

Working knowledge of: Law Enforcement software; website management; grants writing; administrative procedures; legal processes associated with the maintenance of public records and documents; interpersonal communications skills.

Skilled in: Written and verbal communication.

Ability to: Maintain cooperative relationships with those contacted in the course of work activities; distill relevant and useful elements from vast amounts of information; correctly use grammar, spelling and punctuation.

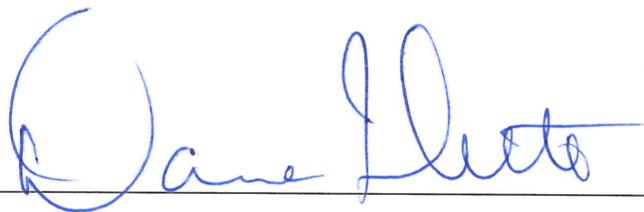
Qualifications:

1. Bachelor's Degree in Social Work or related field.
2. Experience working with victims of sexual assault.
3. Must possess knowledge in the principals of human resources management, administration and office management; including budget preparation, control methods.
4. Must possess a working knowledge of all relative federal, state, and tribal laws, rules and regulations.
5. Ability to write and maintain federal grant reporting requirements.

Job Requirements:

1. Must be willing to travel both locally and out-of-area to attend trainings, meetings, and conferences
2. Passing a pre-employment background check and drug-use screening test is required.
3. Must sign a Confidentiality Statement upon hire and adhere to policy.
4. Must have a valid state driver's license.

Approved



Date

9-29-16