

Sisseton-Wahpeton Oyate

Job Description

Job Title: OVC/TVSSA Sexual Assault Case Manager Advocate

Reports to: OVC/TVSSA Project Director

Department: SWO Tribal Health/OVC TVSSA project

Wage: \$22.00 to \$24.00 per hour

Supervision: Under the supervision of the OVC/TVSSA Project Director and is responsible for providing case management and support to help improve services for victim of crime.

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.

General Description: The Sexual Assault Case Manager Advocate's primary job function is to provide culturally appropriate victims services, advocacy, case management, referrals, follow-up care, and help coordinate community response for linkage victim's service.

ESSENTIAL FUNCTIONS:

1. Develop a case management system for the OVC TVSSA program with policies and procedures.
2. Assist in day-to-day operations of OVC TVSSA Program.
3. Provide culturally sensitive advocacy and victim-centered approach
4. Protect the security of information, data and files.
5. Responding to and putting through various queries from manager and employees, and from other departments.
6. Refers clients to other agencies and resources, advocates directly with other agencies as needed to help clients' access necessary services.
7. Interacting with and supplying information to employees, department heads, youth and families in a courteous and helpful manner.
8. Maintains collaboration partnerships with referral agencies.
9. Monitor clients to see their progression through various programs, facilitates client navigation to community services, and documents according to standard operating procedures.
10. Attend native focused 40-hour sexual assault advocacy training.
11. Assist in facilitating support groups and community outreach awareness campaigns.

12. Coordinate and implement special events for Sexual Assault and Domestic Violence Awareness.
13. Must understand crisis management concepts for emergency crisis calls.
14. Maintain a high level of confidentiality and professionalism at all times.
15. Other duties as assigned by the Project Director.

QUALIFICATIONS:

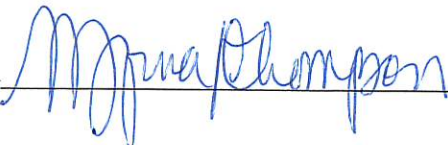
1. Computer knowledgeable with Word, Excel, and Workplace.
2. Ability to communicate clearly and diplomatically with the public and co-workers.
3. Have or able to obtain NARCAN Certification.
4. Native Focus 40-Hour Sexual Assault Training within three months.

EDUCATION AND/OR EXPERIENCE:

1. AA Degree and/or 2 years' experience in related field.
2. Two years of work experience as a case manager, outreach worker, preferably in the helping field.
3. Ability to systematically organize and maintain filing system.
4. Ability to maintain financial records.
5. Ability to write routing reports and correspondences.

JOB REQUIREMENTS:

1. Pre-employment background check and drug use screening test is required.
2. Must sign a Confidentiality Statement upon hire and adhere to policy.
3. Must have a valid state driver's license.

Approved  Date 10/5/2022