



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque
DISTRICT I Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Lee Erickson

Job Announcement

Position: Sexual Assault Advocate

Location: White Earth

Pay: \$20.42 hr.

Benefits: Full

Open: 10/22/24

Close: Until Filled

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for providing direct services and assistance to individuals who have been a victim of sexual assault; in addition to conducting community outreach, community education, awareness and agency collaborations (state, tribal, federal) regarding addressing sexual violence on the White Earth Reservation.

Position Outcomes:

- Provides direct services to victims of sexual violence to assure victims safety.
- Provide education and outreach on sexual violence issues to create community awareness.
- Establish and maintain quality working relationships with other service providers to ensure service delivery.
- Create and maintain program information to ensure compliance with DOVE reporting requirements.
- Communicate directly with DOVE Program Manager to ensure program and organization are represented in a professional manner.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Human Services Department
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.
- Knowledge of and experience with crisis intervention and sexual assault advocacy, programs and services.
- Ability to work cooperatively within Human Services, White Earth RTC, and local committees and/or boards to make the work of the group successful and effective.
- Ability to write statistical and narrative reports in a timely manner.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Skilled in Tribal member's service delivery and the ability to interact with internal and external Tribal entities with tact and diplomacy.

Qualifications:

- **High School Diploma or GED and two (2) years of experience providing services to victims of violence**
- **40 Hours Sexual Assault Advocacy Training certification (must obtain within 6 months of hire).**
- **Valid Driver's License and insurance for travel between sites.**
- **Must be able to pass a criminal background check and drug screening.**

Mail Applications to:

White Earth Tribal Council
Attention: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference.

A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment.