



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Michael LaRoque
DISTRICT I Henry Fox DISTRICT II Eugene Sommers DISTRICT III Cheryl "Annie" Jackson

Job Announcement

Position: Shelter Advocate-Dove (Overnight 12:00 a.m. - 8:30 a.m.)
Location: White Earth
Pay: \$20.42/hr.

Open: 10/03/24
Close: Until Filled
Status: Full Time

Benefits: Full

The White Earth Reservation Tribal Council is currently seeking a qualified candidate who will be responsible for providing shelter based direct services and assistance to women and their children who have been a victim of domestic/sexual violence within the shelter setting.

Position Outcomes:

- Provide direct services to victims of domestic/sexual violence to assure victim safety.
- Establish and maintain quality working relationships with other service providers to assure service delivery.
- Create and maintain program information to ensure compliance with DOVE reporting requirements.
- Assists residents in completion of paperwork required by courts, housing authorities, financial assistance, job applications and other associated agencies as appropriate based on the residents self-defined needs.
- Communicates directly with the DOVE Shelter Coordinator to ensure program and organization is 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 Reservation Tribal Council, Human Services Division, and the DOVE program.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Knowledge of and experience with crisis intervention and domestic violence advocacy theory, programs, and services.
- Knowledge and ability to interpret cycle of abuse, power and control issues, domestic violence, and victim's rights.
- Ability to work an on-call schedule for the crisis line.
- 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.
- Ability to communicate effectively, both orally and in writing, with victims, staff, system providers and others in the community.

Qualifications:

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

Mail Applications to: White Earth Reservation Business Committee
Attention: Human Resources
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
Background Checks performed*