

CHEYENNE RIVER SIOUX TRIBE  
FAMILY & WOMEN VIOLENCE PREVENTION PROGRAM  
WOMEN'S SHELTER ADVOCATE

DESCRIPTION OF WORK

General Statement of Duties: The Women's Advocate provides services to victims of domestic violence; sexual assault; dating violence; stalking and date rape as prescribed by the Family and Women Violence Prevention Services' shelter mission statement and handbook. They will serve on 24-hour crisis line and will be available for shift work. They will maintain client files.

Supervision Received: Executive Director

Supervision Exercised: None

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Advocates will provide advocacy for women and their children including the following areas: civil and criminal justice proceedings; safety and medical issues; income maintenance and job services; housing and other social services.

Provides a protective and caring environment for women and their children at the shelter.

Admits and interviews those seeking services by completing an initial intake form.

Assists residents in identifying their options and listens in a non-judgmental manner and empowering them through positive interaction to take independent action.

Networks with and makes referrals to appropriate agencies.

Answers telephones and handles the crisis line in a supportive manner.

Facilitates daily house meetings with residents.

Transports residents and their children as directed.

Assists with child care, keeps the shelter neat and clean and meal preparation with the help of residents.

Shares on-call and crisis line.

Assists in gathering and keeping records of statistical information for monthly reports.

Facilitates or assists with educational and support groups with residents.

All other job related duties as assigned.

## MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Demonstrated ability to respond effectively to crisis situations and in problem solving. Good communication skills; basic computer knowledge; have basic knowledge and understanding of the dynamics of domestic violence, sexual assault, stalking dating violence and date rape. Be willing to do all shift work, evenings, weekends, and holidays and to share on-call and crisis line. Maintain personnel and client confidentiality at all times. Good communication and record keeping skills. Have the ability to relate to staff and residents with a professional attitude at all times. Must be dependable, non-judgmental, flexible, and have the ability to work independently with limited supervision. Must have knowledge and understanding of the dynamics of domestic violence and sexual assault. Must have basic computer skills.

Education: High School diploma or GED.

Experience: Experience in working in any public service sector area. Relevant training (12-18 hours) and personal/life experience will also be considered.

Special Requirements: Must be 21 years old. Must have a home and/or cell phone. Must have a valid SD driver's license and insurance (if no insurance, be able to obtain insurance within 30 days of employment), or be insurable.

Must be violence free and live a healthy lifestyle. Confidentiality is extremely important when working in this field. It is expected that all matters pertaining to victims will be kept confidential. Have a willingness to adhere to and uphold the mission statement of the program.

Incumbent is subject to CRST Drug Testing Policy; subject to Tribal/Local, Federal and State background checks in accordance with P.L. 101-630, P.L. 101-647, and Resolution No. 86-2013-CR. This position is subject to mandatory drug and alcohol testing in accordance with the Cheyenne River Sioux Tribe Drug and Alcohol Free Workplace Policy.

Revised Date: 02.23.18