

## **POSITION DESCRIPTION**

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<b>POSITION:</b>	Journey to Healing Advocate	<b>LICENSED:</b> No
<b>DEPARTMENT:</b>	Tribal Court	<b>GRADE:</b> 9
<b>REPORTS TO:</b>	Victim Services Coordinator	<b>STATUS:</b> Non-Exempt

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### **POSITION SUMMARY:**

The Journey to Healing Advocate, in conjunction with other program staff, is responsible for providing outreach and public awareness activities in the community and group activities for survivors of domestic violence, dating violence, sexual assault, sex trafficking, and stalking. Target population will be working with adolescents and adults. The Advocate may also provide advocacy services to victims of the crimes listed above which can include; connect crime victims with local resources, provide emotional support, transportation and assistance with filling out paperwork (personal protection orders and crime victim compensation applications).

### **ESSENTIAL FUNCTIONS:**

1. Develop a public awareness campaign to inform the community of the dynamics of domestic and sexual violence.
2. Process clients through initial paperwork for Journey to Healing.
3. Keep an ongoing and active file on each client.
4. Maintain all records with accurate and timely documentation in files per agency guidelines.
5. Work with the court systems to accept referrals and provide follow-up services as needed.
6. Work with other program staff to prepare and submit all required grant reports on a quarterly, bi-annually, and annual basis, as necessary.
7. Adhere to established budgets throughout the year.
8. Work with other program staff to provide the community with education and group activities for outreach and awareness purposes.
9. Help victims with safety planning and locating shelter, if needed.
10. Provide emotional support to victims and offer families with alternatives in dealing with various situations.
11. Plan and prepare for seasonal women's cultural gatherings with other program staff.
12. Participate in the preparation of program plans and proposals and oversee the networking of available resources and programs.
13. Provide information on the criminal justice process, inform clients of their rights, and ensure that clients understand.
14. Offer referrals to counseling or other supportive services as needed.
15. Provide transportation services.
16. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

17. Other duties may be assigned within the scope and complexity of this position's essential functions.
18. Must attend mandatory trainings as designated by the Department Director and/or Tribal Manager.

**POSITION REQUIREMENTS:**

1. High school diploma or equivalent required.
2. Associates degree in social work OR have 2 to 3 years of work and/or real-life experience. Bachelor's degree in social work and/or related health and human services degree preferred.
3. Must have understanding of trauma and loss, victim issues, dynamics of physical and sexual abuse, empowerment issues, and effective crisis counseling.
4. Knowledge of local resources.
5. Must have an understanding of what constitutes victimization and how to be supportive to victims.
6. Must have ability to engage positively with a wide range of people and agencies, being sensitive to and making available, Native American culture and traditions.
7. Must be willing to have a flexible work schedule, including nights and weekends.
8. Must have a valid Michigan Driver's License and be insurable to drive company vehicles.
9. Must be able to travel when required.
10. Excellent communication and organizational skills required.
11. Must be self-motivated.
12. Must have an excellent past work record.
13. Must comply with all departmental and company minor interaction policies.
14. The incumbent must be free to any criminal record, relative to their interactions with individuals or communities in accordance to applicable State and Federal laws or requirements. A background check will be performed.
15. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to sit and stand. The employee must occasionally lift and/or move up to 25 pounds.

**PREFERENCE:** Preference will be given to those of Native American descent.

**CLOSING DATE:** Open Until Filled

**APPLY TO:** Send Resume and Application to:

Rena Wieczorek; HR Generalist  
Bay Mills Human Resources Department  
12124 W. Lakeshore Drive  
Brimley, MI 49715  
(906) 248-8521

[rmcarrick@baymills.org](mailto:rmcarrick@baymills.org)

Subject: Journey to Healing Advocate

\*\*Applications can be found on the Bay Mills website at  
[www.baymills.org](http://www.baymills.org) under the employment section\*\*