

12. Work with victims (clients) in all aspects of the criminal justice system (courts, prosecutor, police, probation, etc.).
13. Coordinate and network with domestic violence advocates, other crime victim advocacy programs, and/or other assistance or service programs.
14. Attend Tribal, State and Federal meetings and trainings as required.
15. Be a resource to community departments or agencies cooperating organizations and develop collaborative relationships with appropriate Tribal, State, and/or Federal agencies or organizations.
16. Adhere to professional ethical standards and meet standards of professionalism, work habits, personal relations, adaptability and growth.
17. Promote community awareness of crime victim services and of the needs of crime victims (and their families).
18. Obtain and/or develop a resource directory for victims of crimes.
19. Prepare relevant materials and forms for distribution to crime victims and/or obtain existing materials from relevant sources for distribution to crime victims.
20. Perform any other victim assistance related duties as assigned by the prosecutor or police or Victim Services Coordinator.

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.

SPECIAL REQUIREMENTS:

All contacts with clients and related case/law enforcement information will be kept confidential and the Tribal Court Victim Advocate will be expected to sign a statement of confidentiality with the understanding that a breach of confidentiality could result in termination.

POSITION REQUIREMENTS:

1. Associate degree in social work or other relevant field of study or have two to three years of work and/or real life experience and must have a firm knowledge of the criminal justice system and victim's rights. Bachelor's degree in social work, legal studies, law enforcement, psychology, and/or related health and human services degree preferred.
2. Must have knowledge and understanding of the legal process and procedure; trauma and loss; victim issues; dynamics of physical, emotional and sexual abuse; empowerment issues; and effective crisis counseling.
3. Must have knowledge of local resources.
4. Must have an understanding of what constitutes victimization and how to be supportive to victims.
5. 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.
6. Must have the flexibility and willingness to work some weekends.
7. Must have a Michigan Driver's License, and be insurable to drive company vehicles.
8. Must be able to travel when required.

9. Must have excellent communication, organizational, crisis intervention, and time management skills.
10. Must be self-motivated and the ability to work independently.
11. Must have an excellent prior work record.
12. Must be free of any criminal record, relative to their interactions with individuals or communities in accordance to applicable Tribal, State and Federal laws or requirements. A background check will be performed.
13. Must have knowledge of tribal laws (and familiarity with state and federal laws) with regard to victim related crimes; legal terminology; court practices and procedures; and computer proficiency.
14. Must have the ability to work well with others and to establish respectful relationships.
15. Must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

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

CLOSING DATE: August 11, 2022 @ 4:30 PM

APPLY TO: Send Resume and Application to:

Anna Carrick; HR Generalist
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8523

amcarrick@baymills.org

Subject: Crime Victim Advocate

Applications can be found on the Bay Mills website at www.baymills.org under the employment section