



2229 FIFTH AVE., HAVRE, MT 59501
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APPLICATION COVER SHEET

Job Title: Child Advocate

Wage: \$13.58 per hour

Hours: 40 hours per week

APPLICATION DEADLINE: 5:00PM, Friday, March 2nd, 2018

PLEASE PROVIDE

1. COVER LETTER
2. RESUME
3. A COMPLETED AND SIGNED DISTRICT 4 HRDC APPLICATION INCLUDING COMPLETED APPLICATION COVER SHEET
4. SIGNED DISTRICT 4 HRDC JOB DESCRIPTION

POSITION SUMMARY – : Provide assistance and support, education, guidance in crisis, information, referral, and follow-up to primary and secondary child victims. Increase community awareness of problems related to violence and potential solutions. Collaborate with law enforcement, tribal authorities, schools, justice system, social service agencies, and health care providers in response to victims (mainly children) of domestic violence and sexual assault.

Special Information: This position requires being on call with some evening and weekend hours.

MAJOR RESPONSIBILITIES:

1. Attend child forensic interviews and monthly Multidisciplinary Team (MDT) Meetings at the Bullhook Child Advocacy Center. Provide support to the victim and their non-offending caregiver(s); and create a plan for continued contact, education, and assistance.
2. Contact and offer supportive services to victims referred by self, Schools, Child Protective Services, law enforcement, and other agencies.
3. Assist primary and secondary victims of crime by providing education, emotional support, and safety planning. Teach children about domestic violence and the dynamics of their situation at an age appropriate level. Educate child victims about their rights and options.
4. Assist approximately 100-125 victims of domestic or sexual violence per year, primarily children.
 - a. Following their court cases and keeping them informed of court dates and procedures.
 - b. Assisting with filling out and filing victim's compensations claims.
 - c. Advocating safety for victims and their families.
5. Manage the Supervised Visitation Center, complete custodial and non-custodial parent intakes, supervise and report on visitations as scheduled.
6. Assist in filling out Orders of Protection, filing them, attending hearings, and ensuring service of the Orders of Protection.
7. Collaborate when appropriate with Tribal domestic violence programs to ensure the safest and most effective service for Native American clients.
8. Collaborate daily with judges, prosecuting attorneys, defense attorneys, law enforcement, tribal agencies, Child Protective Services, Department of Health and Human Services, and mental health to provide more comprehensive service to victims of crime.
9. Testify on behalf of victims and as an expert witness.

