

APPLICATION COVER SHEET

Job Title: Tribal Liaison

Wage: Level I-\$16.35 per hour Level II-\$17.13

Hours: 40 hours per week

APPLICATION DEADLINE: 5:00PM, Wednesday, November 22, 2023

PLEASE PROVIDE

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

Special Information: This position requires being on call with some evening and weekend hours and the ability and wiliness to drive.

Job Summary: Provide assistance and support, education, guidance in crisis, information, referral, and follow-up to primary and secondary victims of domestic and sexual violence. Increase community awareness of problems related to violence and potential solutions. Advocate for victims/witnesses through the criminal justice system. Collaborate with law enforcement, tribal authorities, justice system, social service agencies, and health care providers in response to victims of domestic violence and sexual assault in rural communities.

MAJOR RESPONSIBILITIES:

1. Contact and offer supportive services to victims referred by self, law enforcement, and other agencies.
2. Assist primary and secondary victims of crime by providing information regarding the criminal justice system and the dynamics of victimization. Provide emotional support and safety planning, and educate victims about their rights, options and obligations in the criminal justice system.
3. Assist approximately 100-125 victims and witnesses of domestic violence per year by:
 - a. Following their court cases and keeping them informed of court dates and procedures.
 - b. Assisting with filling out and filing victim's compensation claims.
 - c. Advocating safety for victims and their children.
 - d. Educating victims about the dynamics of domestic violence.
4. Assist in filling out Orders of Protection, filing them, attending hearings, preparing victims for a Permanent Order of Protection Hearing, and ensuring service of the Orders of Protection.
5. Collaborate when appropriate with Tribal domestic violence programs to ensure the safest and most effective service for Native American clients.
6. 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.
7. Attend child forensic interviews and monthly Multidisciplinary Team (MDT) Meetings at the. Provide support to the victim and their non-offending caregiver(s); and create a plan for continued contact, education, and assistance.

8. Contact and offer supportive services to victims referred by self, Schools, Child Protective Services, law enforcement, and other agencies.
9. Testify on behalf of victims and as an expert witness.
10. Take evidence photos as deemed necessary and be informed about evidence gathering protocol.
11. Respond to victims of rape and domestic violence at the hospital, emergency room, police station, or sheriff's office as requested by hospital staff and law enforcement.
12. Advocate for all victims of domestic and sexual violence by empowering them to speak for themselves.
13. Advocate for clients with prosecutors and attorneys through one-on-one contact, written communication, as well as meetings or hearings regarding the client.
14. Maintain confidentiality of all clients of the program, understand and follow Advocate Privilege. (Montana Code Annotated 26-1-812)

15. Be on the on-call rotation, average of 1 week each month when fully staffed. Must be able to respond to a victim at any time if requested.
16. Be available via cell phone for 24-hour Crisis Line Services during your on-call schedule

ADDITIONAL RESPONSIBILITIES:

1. Attend the Annual Montana Children's Justice Conference and any trainings or conferences directed at victim advocacy, domestic and sexual violence, including stalking and human trafficking.
2. Create and implement trainings directed at the short-term and long-term effects of domestic and sexual violence in victims and offer to local schools and the community.
3. Assist with training program volunteers by presenting victim advocacy, domestic violence, historical information and information on suicide prevention/intervention and various topics about Child Advocacy.
4. Identify other needs of clients, refer to appropriate services and aid them in obtaining these services, including assistance with filling out paper work.
5. Be flexible and available in providing a variety of services including child care arrangements and transportation when necessary to facilitate self-sufficiency, and attend court hearings.
6. Be familiar with all staff responsibilities and be willing to assist or fill in as needed.
7. Assist in shelter upkeep and operations as well as the donation room
8. Develop strategies for sharing knowledge and information individually and in groups from various community organizations.
9. Be able to diffuse potentially volatile situations.
10. Perform additional duties as assigned by immediate supervisor.
11. Travel is required for transporting victims and attending trainings. Willingness and ability to use own vehicle as necessary.

MINIMUM QUALIFICATIONS:

1. Must attend Basic Advocacy Training within the first 6 months of employment.
2. Must attend the Montana Victim Advocate Academy Training within the first year of employment.
(Level II Grade 14 and a starting wage of \$17.13 will be received when all training listed is complete)
3. Maintain confidentiality of client identity at all times.
4. High School Diploma or equivalent (GED/HSE)
5. 2 years' experience with Domestic Violence or providing social services.

We are an Equal Opportunity Employer/Program, and auxiliary aids and services are provided for individuals with disabilities.

6. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.

SKILLS, ABILITIES AND OTHER REQUIREMENTS:

1. Knowledge and awareness of Native American culture, family dynamics, and tribal, legal and social service systems.
2. Requires a willingness to work with people of all income levels with diversified backgrounds, including people in need of Agency services, State officials, business people, and community leaders.
3. Ability to keep accurate, complete, and thorough records, and possesses a high level of interpersonal communication skills in reading, writing, and speaking.
4. Must have access to a vehicle and hold a current license and liability insurance. Be able and willing to travel to trainings in and out of state.
5. Work well under pressure, meet multiple and sometimes competing deadlines. At all times demonstrate cooperative behavior with colleagues and supervisors.
6. Awareness of violence issues and the needs of men, women, and children.
7. Ability to interact and work well with law enforcement, social service agencies, and the criminal justice system.
8. Must be able to work independently and in a team setting, as well as collaborate with other professionals.
9. Must have knowledge regarding child development, child behavior, and age appropriate trauma care.
10. Must be available, respond to, and remain calm in crisis and high stress situations.
11. Basic computer knowledge.
12. Demonstrate a commitment to the mission of the Agency, present thoughtful recommendations and resolutions as a client's advocate; and always display integrity, honest interaction, and professional excellence.

SPECIAL INFORMATION –

1. *HRDC is an Equal Opportunity Employer/Program, and auxiliary aids and services are provided for individuals with disabilities.*
2. *Current District 4 HRDC Early Head Start and Head Start Parents, current Clients and Volunteers, will receive an interview for employment vacancies for which they are qualified. (Please note on additional information section of application, if this pertains to you).*
3. *Occasional travel for trainings may be required. EXCELLENT BENEFITS ARE PROVIDED BY HRDC.*
4. *Application will be rejected if incomplete or unsigned.*
5. *Background Check required before applicant is hired.*
6. *Please complete the application by typing or printing in ink. This application is valid only for the job detailed above. Future job openings will require a new application.*

PLEASE ANSWER THE FOLLOWING QUESTION

1. **From the Job Description for a Tribal Liaison please tell us what experience you have had that qualifies you for this position.**

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**DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL
JOB DESCRIPTION**

TITLE: Victim Services Tribal Liaison	SUPERVISOR: Victim Services Director
PROBATIONARY PERIOD: 1 year	SUPERVISES: N/A
EMPLOYMENT HOURS: 40/Week	WEEKS PER YEAR: 52
GRADE: Level I-13 Level II-14	Starting Wage: Level I-\$16.35 Level II-\$17.13
POSITION SUMMARY: Provide assistance and support, education, guidance in crisis, information, referral, and follow-up to primary and secondary victims of domestic and sexual violence. Increase community awareness of problems related to violence and potential solutions. Advocate for victims/witnesses through the criminal justice system. Collaborate with law enforcement, tribal authorities, justice system, social service agencies, and health care providers in response to victims of domestic violence and sexual assault in rural communities	

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10. Must be available, respond to, and remain calm in crisis and high stress situations.
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WORKING/ENVIRONMENTAL CONDITIONS:

1. Work is primarily in an office environment. Requires moderate physical effort, moving between 5 and 50 pounds, on an intermittent basis (less than 15% of the time). Incumbent must walk, stand, bend, kneel on an intermittent basis; Sit, use hands and arms, and speak on a frequent basis. Work is in an office environment, free of excessive noise or other disagreeable elements; temperature is regulated, with less than 10 degree Fahrenheit variation.
2. Occasionally enter unfavorable houses or apartments or situations.
3. Generally dealing with extremely volatile situations.
4. Occasionally work after hours (weekends, holidays, and middle of the night) in high stress situations.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

Disclaimer – all jobs are dependent upon grant funding

DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL



**2229 5TH AVENUE
HAYRE, MONTANA 59501
(406) 265-6743**

WEBSITE: www.hrdc4.org

“This institution is an Equal Opportunity Provider and Employer”

PERSONAL INFORMATION

Date _____

Name _____ Phone _____
(Last) (First) (Middle)

Present Address _____
(Street) (City) (State) (Zip)

Do you have a current Driver's License? Yes No Are you insurable? Yes No

Do you have proof of the required Liability Insurance on your vehicle? Yes No

EMPLOYMENT DESIRED

Position _____

Date you can start _____ Salary Desired _____

Are you employed now? Yes No If so, may we inquire of your present employer? Yes No

Have you ever applied to this agency before? Yes No

Where? _____ When? _____

EDUCATION

	Name and location Of school	Grade Completed	Area of Study
Grammar School	_____	_____	_____
High School	_____	_____	_____
College	_____	_____	_____
Trade/Business	_____	_____	_____
Corres. Courses	_____	_____	_____

FORMER EMPLOYERS (List below last four employers, starting with the current one.)

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

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Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

STATE ANY ADDITIONAL INFORMATION YOU FEEL MAY BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION (i.e., if you are applying for a position dealing with children, comments could be made concerning preschool experience or parenting experience. We welcome your volunteer experiences.)

We are committed to making reasonable accommodation to any known disability that may interfere with an applicant's ability to compete in the application and interview process. If you would like us to consider any such accommodation, please attach a separate sheet of paper with the description of the desired accommodation.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from liability for any damage that may result from furnishing same to you.

Signature

Date

Applicant Data Record

Qualified applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition, or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Information on this form will not be used or seen by the selection committee and is solely to help us comply with government record keeping, reporting and other legal requirements. Please fill out the Data Record.

This Data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

Date _____

Position(s)/Program Applied for _____

Birthdate _____ Male Female

Referral Source (Please check one)

Newspaper Job Service Friend
 HRDC Website Other (please specify) _____

Check one of the following

Race/Ethnic Group

Caucasian Native American/Alaskan Native African American
 Asian/Pacific Islander Hispanic

Check if any of the following are applicable

Veteran Disabled Veteran Handicapped Individual