

# JOB OPENING

**Job Title:** Tribal Liaison  
**Hours:** 36 hours per week/52 weeks per year  
**Closes:** 5:00 pm, Wednesday, August 28, 2024  
**Department:** Victim Services Program  
**Location:** Job is located at 2229 5<sup>th</sup> Avenue  
Please turn in applications at the front desk.

District 4 HRDC currently has a job opening for a Victim Services Tribal Liaison. For more information please contact Administrative Officer Amaya Bliwernitz, [bliwernitza@hrdc4.org](mailto:bliwernitza@hrdc4.org), 406-265-6743 x.1122

**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. Full Job Description attached.

**Wage:** Level I-\$18.61 Level II-\$19.49

**Hours:** 36 hours per week, 52 weeks per year

**Benefits Available:** Health, Vision and Dental Insurance; Annual, Sick and Personal Days; Simple IRA and 12 paid holidays off per year.

**Who should apply for this position:** Anyone with at least a high school diploma or equivalent (GED or HSE) and 2 years' experience in Domestic Violence or providing social services. Must also 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.

**I don't have my high school diploma or equivalent, can I still apply?** Yes, District 4 HRDC still encourages you to apply for this position. Miles City adult education program can assist you in obtaining your high school equivalency (HSE). Individuals are required to work towards this goal once hired.

**Application Deadline:** 5:00pm, Wednesday, August 28, 2024

**To Apply, Submit the Following:**

1. **Letter of interest** stating your qualifications for the position and why you are interested in working for HRDC
2. **Current Resume**
3. Completed **APPLICATION COVER SHEET**
4. Signed **JOB DESCRIPTION**
5. Completed and signed **HRDC EMPLOYMENT APPLICATION**

Applications should be submitted to Amaya Bliwernitz, HRDC Administrative Officer, 2229 5th Ave. Havre, MT 59501

**Incomplete application packets will not be considered.** Contact Amaya Bliwernitz with any questions regarding the application process, 406-265-6743 extension 1122

## APPLICATION COVER SHEET

**Job Title:** Tribal Liaison

**Wage:** Level I-\$18.61 per hour Level II-\$19.49

**Hours:** 36 hours per week

**APPLICATION DEADLINE:** 5:00PM, Wednesday, August 28, 2024

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### 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**

<b>TITLE:</b> Victim Services Tribal Liaison	<b>SUPERVISOR:</b> Victim Services Director
<b>PROBATIONARY PERIOD:</b> 1 year	<b>SUPERVISES:</b> N/A
<b>EMPLOYMENT HOURS:</b> 36/Week	<b>WEEKS PER YEAR:</b> 52
<b>GRADE:</b> Level I-13 Level II-14	<b>Starting Wage:</b> Level I-\$18.61 Level II-\$19.49
<b>POSITION SUMMARY:</b> 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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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.
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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.
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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](http://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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Date Employed From \_\_\_\_\_ To \_\_\_\_\_ Phone \_\_\_\_\_  
Employer \_\_\_\_\_ Location \_\_\_\_\_  
Supervisor \_\_\_\_\_ Position \_\_\_\_\_  
Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_



# 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