

LCO Tribal Government
Human Resource Dept
Sexual Assault Advocacy Associate



Pride of the Ojibwa

13394 W Trepania Road
Hayward · Wisconsin · 54843

PHONE (715) 634-8934 · FAX (715) 634-4797 · HR FAX (715) 699-1209



13394 W. Trepania Road Hayward, WI 54843
715-598-8385 Fax 715-496-8059

Outreach & Shelter Serving Adult & Child Victims of Domestic, Sexual, Elder

Position: SEXUAL ASSAULT ADVOCACY ASSOCIATE

General Description: This is a temporary position with Oakwood Haven. It will start as soon as possible and end March 31st, 2025. The Sexual Assault Advocacy Associate will primarily complete strategic planning and activities for Oakwood Haven as it pertains to Sexual Assault awareness within the community.

Salary: \$30/hr

QUALIFICATIONS:

- Associate's degree in a related field or two (2) years equivalent of education and experience with proven effectiveness.
- Pass a criminal background check.
- Pass a Drug Screening Test.
- Possess a valid Wisconsin Driver's License and automobile insurance.
- Deep familiarity working with various social media platforms.
- Understanding of Trauma Informed Care.
- Excellent computer and technological skills.
- Good understanding and demonstrated skills regarding domestic abuse and sexual assault.
- Outstanding oral and written skills.
- Ability to communicate effectively, problem-solve and work well with people from diverse backgrounds.
- Must be able to work independently with limited direction and meet deadlines.
- Must be able to maintain and handle sensitive confidential material.
- Must be organized, detail-oriented and flexible.

**LCO Tribal Government
Human Resource Dept
Sexual Assault Advocacy Associate**

- Ability to identify and respond to shifting duties and priorities.

REPORTS TO: Oakwood Haven Director

- Provide Sexual Assault prevention and education services to survivors. This education should promote survivor safety and self-sufficiency
- Provide strategic planning that will help survivors transition to virtual/remote services for Sexual Assault care providers in the event of a crisis that leaves us unable to fulfill in-person services.
- Create and provide digital and print content to advance Oakwood Haven's mission.
- Assist in identifying and gathering success stories and resources.
- Align Oakwood Haven's message with community needs and Tribal Governing Board strategic plans.
- Maintain a high standard of confidentiality and anonymity.
- Create events that promote community engagement.
- Support strategic advances within the programming scope.
- Conduct community and consumer surveys and interviews to gain insights and collect data.
- Data entry and record keeping.
- Plan and create Annual events geared toward Sexual Assault Awareness that ensure longevity and sustainability.
- Advance Strategic efforts to empower victims and survivors

Application Procedure & Requirements:

1. **Completed LCO Employment Application, including Release and Authorization form (included in application)**
2. **Cover Letter (Letter of Interest)**
3. **Resume**
4. **At least three (3) letters of Referral (Recommendations)**
5. **And any other supportive documents**
6. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

**Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W Trepania Road
Hayward, WI 54843
Fax (715) 634-4797
HR Fax (715) 699-1209
doreen.debrot@lco-nsn.gov
caroline.yellowthunder@lco-nsn.gov**

**LCO Tribal Government
Human Resource Dept
Sexual Assault Advocacy Associate**

marilyn.isham@lco-nsn.gov

***Tribal Preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual.***