

**LCO Tribal Government
Human Resource Dept
Sexual Assault Advoc/Ojib Elder Mentor**



Pride of the Ojibwe

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

**Wisconsin Community Safety Fund
Sexual Assault Advocate/Ojibwe Elder Mentor**

GENERAL DESCRIPTION:

The full-time Sexual Assault Advocate/Ojibwe Elder Mentor will be responsible for providing trauma-informed crisis intervention in the aftermath of a sexual harassment and/or sexual assault, and ensuring victims are aware of, and have access to, a wide range of essential support services and legal assistance as needed.

As an elder from the Ojibwe community, this person would provide cultural enrichment to our Step-Up Project and prevention program. The presence of an Ojibwe Elder Mentor would facilitate pride and a sense of identity in our youth and the healing process.

SALARY: Non-exempt. \$25.00/hr. The position is grant funded.

QUALIFICATIONS:

- Associate's degree in 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.
- Good understanding and demonstrated skills regarding domestic abuse and sexual assault.

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- 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.
- Ability to communicate effectively, problem solve and work well with people from diverse backgrounds.
- Must be organized, detail oriented and flexible.
- Ability to identify and respond to shifting duties and priorities.
- Ability to manage individual components with related grant requirements/reporting.
- Flexible hours, e.g. some weekends and evenings.

REPORTS TO: Oakwood Haven Director and WCSF Project Director

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist WCSF Project Director in on-going development of SART development and other SART activities, including attending SART meetings.
- Assist SART Coordinator in collaborative efforts with law enforcement, court systems, social service etc. to ensure sexual assault service availability for victim/survivors.
- Accompany victims to medical appointments, investigator interviews, or court proceedings. You will continue to provide support for sexual assault victims throughout the lifecycle of the case or for as long as needed.
- In cases of sexual harassment, you will be responsible for ensuring victims receive guidance and support during administrative, investigative, and legal procedures and fully understand the processes involved.
- Provide Prevention and Education to the community.
- Provide Prevention and Education to teenage youth through cultural awareness and storytelling.

PREFERRED QUALIFICATIONS:

- Experience and/or training in providing advocacy to victims of sexual assault.
- Understanding of trauma informed care.
- Knowledge of Lac Courte Oreilles and Sawyer County community information and resources.
- Public speaking.
- Experience working with children, ages 12-18 years of age.

REQUIREMENTS:

- Attending training courses and webinars, as requested by WCSF Project Coordinator.
- Attending Crime Victims' Rights and Compensation training as needed.
- Travel throughout Lac Courte Oreilles and Sawyer County and surrounding communities as needed.

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
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HR Fax (715) 699-1209
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***Tribal Preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual.***