



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
 OKMULGEE, OK 74447  
 Telephone (918) 732-7827  
 Toll-Free (800) 482-1979  
 Fax (918) 756-2284

Submitted Date 08/15/2021	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>VICTIM ADVOCATE</b>			
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: FAMILY VIOLENCE PREVENTION	Location: Jenks	Location Code: 900	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	<p>The Advocate shall provide a variety of short and long-term advocacy and supportive services to victims/survivors of domestic violence, dating violence, sexual assault, stalking, human trafficking and other violent crime. The Advocate will rotate an on-call schedule to ensure availability of emergency advocacy, 24/7 and 365 days a year, including non-business times such as weekends and holidays. All advocacy and supportive services will be provided in a manner to increase/enhance safety, empower victims/survivors and to be respectful of each individual's right to make the decisions they feel best for them. The Advocate will engage with communities and both tribal and non-tribal entities and professionals to provide on-going education and outreach designed to increase awareness and to improve and enhance responses to victims/survivors. The Advocate will become part of a dynamic team of advocacy professionals dedicated to enhancing safety and support to victims of crime on the Muscogee reservation.</p>
Principal Duties and Responsibilities:	<p>Conduct intake/lethality assessments with victims/survivors to obtain information about the victimization and related history of violence and will work with victims/survivors to identify/address safety concerns and related needs.</p> <ol style="list-style-type: none"> <li>2. Will provide support and advocacy to victims/survivors as they engage with law enforcement, prosecutors and service providers in order to access critical support and services to increase their safety. Will provide accompaniment to court hearings to provide advocacy and support to victims/survivors navigating criminal justice systems.</li> <li>3. Assist in coordinating and accompanying victims/survivors to Sexual Assault Nurse Exams (SANE) and Domestic Violence Nurse Exams (DVNE) to provide support.</li> <li>4. Will work with the victim/survivor to develop safety plans and address on-going safety concerns.</li> <li>5. Will assist the victim/survivor in accessing services/resources to meet emergency, basic needs including shelter, food and clothing and make appropriate referrals as needed.</li> <li>6. The Advocate will maintain strict confidentiality in accordance with tribal</li> </ol>



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	<p>code, program policy and procedure and federal grant guidelines.</p> <p>7. Will assist with outreach and awareness activities designed to increase awareness of crime victimization, the traumatic impact on survivors/families/community and to promote program services.</p> <p>8. Actively participate in coordinated community response team/task force activities to identify and address barriers to victim safety and help enhance and increase each community's response to victims/survivors while also increasing offender accountability.</p> <p>9. Actively participate in on-going training/workshops/meetings to continue to enhance and increase advocacy and professional skills.</p> <p>10. Maintain client file with appropriate documentation as well as maintain statistical data to complete monthly and other reports as necessary to demonstrate services provided.</p> <p>11. Will be knowledgeable of tribal, state and federal policies that impact crime victim/survivors.</p> <p>12. Assume additional responsibilities as may be reasonably expected of a person in this position.</p>
Minimum Requirements:	Bachelor degree in social work or related field and one (1) year of experience in professional social work/social services field. Combined professional and educational experience can also be considered.
Preferred Requirements:	Bachelor degree in social work or related field with professional experience providing advocacy services to victims of crime.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

**Competencies:**

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.



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**Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent;  
Arrives at meetings and appointments on time.

**Dependability:** Follows instructions, responds to management direction.

**Physical Demands:**

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:  Up to 50 lbs.  Up to 100 lbs.  Over 100 lbs.  
 Physical Exam Required

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles       Outside weather conditions       Toxic or caustic chemicals  
 Risk of electrical shock       Vibration       Loud Noise

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.