

Muscogee (Creek) Nation
Human Resource Management Services

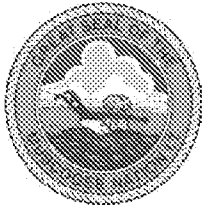
Employee Requisition

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

Submitted Date 06/13/2022	Employee Requisition Number ER-22305	JOB OPPORTUNITY	
Title/Position: CHILD ADVOCATE			
Pay Grade SG 12	Salary Range \$40,372-52,728	Classification Full Time	
Department: FAMILY VIOLENCE PREVENTION	Location: Okmulgee	Location Code: 900	FT/PT 1-Full Time

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

General Summary:	The Child Advocate will provide a variety of advocacy and supportive services designed to address and support the needs of child victims of crime and their families, to enhance the child and family's physical and emotional safety, well-being and healing from the impact of trauma. The Child Advocate will primarily be working with child victims/survivors of sexual violence and will provide accompaniment to forensic examinations, interviews and court proceedings as well as assist children and families in identifying and accessing support and services critical to meeting child and family needs. The Child 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.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Will ensure that safety of victims/survivors and program staff remain the primary focus of all program activities and services. 2. Assist with coordination/scheduling of and accompaniment to forensic nurse examinations and interviews. 3. Engage in on-going safety planning with children and families. 4. Assist families in completing petitions for protective orders and provide accompaniment to court proceedings related to victimization. 5. Will assist and support families in communicating with prosecutors, law enforcement and other professionals to access information regarding criminal proceedings. 6. 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. 7. Will ensure the program maintains strict confidentiality in accordance with tribal code, program policy and procedure and federal grant guidelines. 8. Actively participate in on-going training and professional development to continue to enhance and increase advocacy and professional skills. 9. Will seek to build and strengthen partnerships within and outside of the Nation to ensure the development of coordinated responses to increase victim safety and offender accountability.



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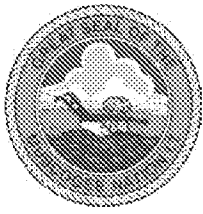
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	<p>10. Will complete necessary reporting as required for tribal, federal or other funding sources.</p> <p>11. Will actively promote the program's mission and services throughout the reservation, State and nationally, to promote tribal sovereignty and advocate for systemic and societal change to reduce violent crime victimization.</p> <p>12. Advocate will be knowledgeable of tribal, state and federal policies that impact victims/survivors of crime.</p> <p>13. Will assume additional responsibilities as may be reasonably expected of a person in this position.</p>
Minimum Requirements:	Bachelor's degree in social work or related field with one (1) year of experience in professional social work/social services field. Experience working with children and families is desirable. Combined professional and educational experience can also be considered.
Preferred Requirements:	Bachelor's 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.
- 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:



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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.

MCN Policy Requirements:

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.