



DEPARTMENT OF FAMILY AND COMMUNITY SERVICES

MISSISSIPPI BAND OF CHOCTAW INDIANS

P. O. BOX 6010

CHOCTAW, MS 39350

JOB ANNOUNCEMENT #17-09-167

Office of the Director

601.650.1778

Social Services Division

- Children and Family Services
601.650.1741

- Assistance Services
601.650.1666

Victims Services Division

- Family Violence and Victim's Services
601.650.1774

- Choctaw Children's Advocacy Center
601.663.7790

- Food Distribution Program
601.650.1731

- Elderly Nutrition Program
601.663.7580

- Veterans Affairs Program
601.650.1737

POSITION TITLE: Victims' Advocate

SALARY: Grade 8

OPENING DATE: NOVEMBER 17, 2016 NOV 17 2016

CLOSING DATE: DECEMBER 01, 2016

SUPERVISOR:

TYPE OF EMPLOYMENT: Regular Full Time

JOB LOCATION: Family Violence and Victim's Services Program
Choctaw Indian Reservation

SCOPE OF SERVICE:

This individual will serve as the Victims' Advocate for all victims of crime. This position will coordinate and implement direct services to victims of crime. This position will implement the Victim of Crimes Act subgrant from the MS State Department of Health.

DUTIES AND RESPONSIBILITIES:

1. Serves as a victim advocate for victims of crime.
2. Works with the Attorney General's Office in addressing victim's needs prior to and after court proceedings.
3. Makes contact with victims regarding court date and keeps the victim informed of case information and court proceedings.
4. Maintains files and records for FVVS.
5. Refers cases to the Victim's Assistance Therapist as needed.
6. Works closely with other staff of the Family Violence and Victim's Services in addressing the individual needs of program participants as identified.
7. Makes and contact with victims who have been identified in police reports or through referrals.
8. Works closely with on and off Reservation resources and agencies in making appropriate referrals to meet specific participant needs.

9. Develops and implements community outreach and information services, including educational presentations and materials for the public.
10. Collect data regarding referrals, case progression, services offered to the victims and services used by the victim.
11. Provides transportation as needed for victims to court proceedings.
12. Serves in an information and referral role to other providers and clients who are accessing services.
13. Performs case management for assurance of appropriate services to clients.
14. Compiles monthly and annual statistical reports to meet grant requirements.
15. Performs other related duties as assigned by supervisor or designee.

WORK ENVIRONMENT:

Although principally assigned to the Family Violence and Victim's Services, some duties performed in other areas on and off the Choctaw Reservation. Working in stressful or crisis situations is to be expected. Some evening hours will be required to carry out the duties and responsibilities of the position.

PHYSICAL DEMAND:

There are no special physical demands for this position. Some travel may be required to carry out program or grant activities.

QUALIFICATIONS:

1. Associate or Bachelor's degree in a human services area preferred.
2. Must be familiar with Choctaw culture, life styles, and health risks.
3. Must have good written and verbal communication skills.
4. Must have dependable transportation, state driver's license, clearance to operate Tribal vehicles, and vehicle insurance as required by state law.
5. Must be subjected to a background check pursuant to Public Law 101-630, Title IV, Indian Child Protection and Family Violence Act of 1990.
6. Must have good computer skills and knowledge of various programs (i.e., Word and Excel).
7. Must comply with established department policies.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

**Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350**