

SENECA-CAYUGA NATION

VACANCY ANNOUNCEMENT

The Seneca-Cayuga Nation is accepting applications for the below position.

In compliance with the Seneca Cayuga Nation, Tribal Government Office Employees Personnel Policy, applicants will be solicited from within the Nation, with consideration being given to upgrading the existing staff according to the Nation's Career Development Program. Applications will be received from prospective employees concurrently. Current employees must express their interest in transferring to the position within 10 working days by submitting a complete application and resume reflecting the ability to perform each of the below listed specific areas of responsibility, qualifications, and requirements, as well as the physical requirements for this position. To qualify for this position prospective applicants must submit a complete application for employment which addresses the applicant's ability to perform each of the below listed specific areas of responsibility, qualifications, and requirements, as well as the physical requirements for this position. Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at www.sctribe.com. Resumes with completed applications may be submitted to Human Resources or online to cbrown@sctribe.com or clewis@sctribe.com.

Posted 2/8/2024. Position Closes 2/22/2024.

Position Title: Victim Service Advocate (OVC & OVW)

Department: OVW

Immediate Supervisor: OVW Director

Position Supervised: None

General Statement of the Responsibility: Under the direction of the OVW Director, the Victim Services Advocate provides crisis intervention and supportive services to victims of crime within the Nation's service area and provide services under the Violence Prevention Program.

Specific Areas of Responsibility:

- Keep an ongoing database of all program services provided, including all information required to complete federal reporting requirements and performance metrics, internal policies and procedures, and compliance and renewal information for federal funding sources.
- Ensure that all program standards/guidelines and policies/procedures are being followed.
- Assist supervisor and other staff in ensuring that all required reports, both internal and external, are completed and submitted in a timely and accurate manner to the appropriate entities.
- With supervisor and other staff, assist in assessing and revising program policies and procedures as needed.
- Assist in developing and maintain partnerships with the appropriate community, State and Federal resources to develop and secure ways to meet identified needs.
- Attend workshops and trainings necessary to enhance services to Tribal members and clients.
- Assists the OVW Director in developing and implementing OVC and OVW department budgets, grant expenditure and closeout deadlines and objectives, and other program elements.
- Assist supervisor and others with developing and implementing outreach and education events to provide information about the program and resources to the community.
- Ensure that tribal members (clients) receive a high standard of customer service.
- Respond to crisis intervention as needed, including after hours as needed.
- Provide referral services for Tribal members (clients) who require specialized counseling/services.
- Other duties as assigned.

Qualifications and Requirements:

- Must possess a minimum of a bachelor's degree Social Work or similar discipline AND at least two (2) years of experience in a social work, case management, victim advocacy or similar setting.
- Experience in Tribal/Federal Program management strongly preferred. (Educational requirement may be waived in lieu of extensive and well-documented experience.)
- Experience and interest in developing and implementing quality services to meet the needs of Tribal members (clients).
- Competence with common Office program, particularly Word documents and Excel spreadsheets.
- Experience in providing assessment, crisis intervention, triage, brief therapy, and care coordination with diverse groups.
- Documented experience with sensitive information and confidentiality requirements of HIPAA, federal social services programs, and other standards
- Demonstrated ability to handle complex situations.
- Ability to be on-call for crisis assistance as needed.

Tribal/Indian preference will be observed in the filling of this position.