

CHEYENNE RIVER SIOUX TRIBE
FAMILY VIOLENCE PREVENTION & SERVICES
OUTREACH ADVOCATE

DESCRIPTION OF WORK

General Statement of Duties: To bring awareness of Domestic Violence and Sexual Assault, to Eagle Butte and the outlying communities on the Cheyenne River Reservation.

Supervision Received: Will be under the immediate supervision of the Executive Director of FVPS.

Supervision Exercised: None

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Coordinates with other entities on the reservation to gather, and distribute educational materials on domestic violence and sexual assault.

Maintains collections of brochures, videotapes, programmed texts, and other education materials related to program guidelines.

Stores and files statistics according to subject matter, geographic or ethnic association, or historical period.

Creates brochures for the program.

Maintains records of communities visited and materials distributed.

Conducts support groups, if a community requests one.

Other job related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Knowledge of the dynamics of domestic violence, sexual assault and stalking. Ability to write reports, business correspondence and keep statistics. Ability to speak effectively before individuals, public groups and employees of an organization. Must be familiar with Microsoft Word, Microsoft Excel and Microsoft Publisher.

Education: High school diploma or GED. Associate of Arts Degree from a college or university with a major in social work, human services or related field; or equivalent combination of education and experience (equals two (2) years).

Experience: One (1) year experience working in the field domestic violence/sexual assault, or as a Shelter Advocate.

Special Requirements: Must have a valid driver's license. Must own a vehicle (please provide a valid registration). Subject to CRST Drug and Alcohol Testing Policy, subject to Tribal/Local, Federal and State background checks. Must be alcohol and drug free, must provide a sobriety statement.

Revised: 10.26.2022