

CHEYENNE RIVER SIOUX TRIBE  
FAMILY VIOLENCE PREVENTION & SERVICES  
LEGAL LIAISON/ADVOCATE

DESCRIPTION OF WORK

General Statement of Duties: The Legal Liaison Advocate shall coordinate the prosecution of Domestic Violence crimes that occur in Indian Country. Develop multidisciplinary teams to combat domestic violence and sexual violence offenses against Indians. Consulting and coordinating with tribal justice officials and victims' advocates to address any backlog in the prosecution of domestic violence and sexual violence offenses in Indian Country.

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):

Work as a team and communicates with other staff and residents while maintaining a professional attitude at all times.

The Legal Liaison will also participate in revising the CRST Domestic Violence Code.

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

Developing working relationships and maintaining communication with tribal leaders, tribal community and victims' advocates, and tribal justice officials to gather information from and share appropriate information with, tribal justice officials.

Coordinating with tribal prosecutors in cases in which tribal government has concurrent jurisdiction over an alleged crime, in advance of the expiration of any applicable state of limitation.

Conducting training sessions and seminars to certify special law enforcement commissions to tribal justice officials and other individuals and entities responsible for responding to Indian country crimes.

Will work with the program Legal Lay Advocate by providing support, information, advocacy, and court accompaniment to victims of domestic violence including assistance with restraining orders, protection orders and other court matters. The Legal Advocate is not a lawyer and does not give legal advice.

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

Performs a variety of receptionist work requiring moderate exercise of independent judgement and completes filing and clerical duties for the program. Interviewing clients, while being non-judgmental, courteous and supportive during completion of initial intake. Assist and maintain intakes for statistical and data gathering purposes.

They will serve on the 24-hour crisis line and will be able for shift work, as the need arises.

Maintains confidentiality.

Performs other 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 and able to complete on the job training, attends and participates in legal education and training courses in order to gain the certification for Legal Lay Advocacy.

Experience: One (1) year experience working in the field domestic violence/sexual assault, or as a Shelter Advocate. One (1) year of professional experience working in the domestic violence/sexual assault field, and/or as an Advocate. Must have at least six (6) months' experience in Law enforcement and/or the Criminal Justice system or volunteer experience working in the Domestic Violence field.

Special Requirements: Must have a valid driver's license. Must be alcohol and drug free at least two years or more and provide a sobriety statement. Must have own transportation. Must have a valid SD driver's license and insurance or be insurable. Must be violence free and live a healthy lifestyle. Confidentiality is extremely important when working in this field. It is expected that all matters pertaining to victims will be kept confidential. Possesses a willingness to adhere and uphold the programs mission statement. Subject to CRST Drug Testing Policy, subject to Federal, State, and Tribal/Local Criminal Background Checks in accordance with P.L. 101-647 and P.L. 101-630 and Executive Resolution No. E-235-97. This position is subject to mandatory drug and alcohol testing in accordance with the Cheyenne River Sioux Tribe Drug and Alcohol-Free Workplace Policy.

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