

CHEYENNE RIVER SIOUX TRIBE
FAMILY VIOLENCE PREVENTION & SERVICES
LEGAL LAY ADVOCATE

DESCRIPTION OF WORK

General Statement of Duties: Provides services directly to victims of domestic violence. Will be 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. Will 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.

Supervision Exercised: None

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

Interview clients, while being non-judgmental, courteous and supportive during completion of initial intake.

Prepares cases and advocates for clients.

Advises, and counsel eligible clients, both orally and in writing, regarding case progress. The Legal Lay Advocate will represent and /or accompany the eligible client at trial if one is necessary.

Assist victims with protection orders, restraining orders, as well as filing them.

Participate in revising the CRST Domestic Violence Code.

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.

Assist and maintain intakes for statistical and data gathering purposes.

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

Assist and maintain intakes for statistical and data gathering purposes.

Performs a variety of receptionist work requiring moderate exercise of independent judgement.

Completes filing and clerical duties for the program.

Maintains records of communities visited and materials distributed.

Conducts support groups, if a community requests one.

Will work with and as a team and communicate with other staff and residents while maintaining a professional attitude at all times.

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. 1 year of professional experience working in the domestic violence/sexual assault field, and/or as an Advocate. Must have at least 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 have the ability to obtain Legal Lay Advocacy Certification with the Southwest Center for Law & Policy, within twelve months of hire.

Subject to CRST Drug and Alcohol Testing Policy, subject to Tribal/Local, Federal and State background checks. Must be alcohol and drug free at least two years or more, and provide a sobriety statement.

Date Created: Tuesday, August 27, 2019