



9755 N. Frogg Road Hayward, WI 54843  
715-598 8385 Fax 715-496-8059

*Outreach & Shelter Serving Adult & Child Victims of Domestic, Sexual, Elder,  
Stalking, & Dating Violence*

## **Wisconsin Community Safety Fund Sexual Assault Specialist**

**GENERAL DESCRIPTION:** The full time Sexual Assault Specialist serves as the primary contact person for survivors of sexual assault, relationship abuse and stalking. This position is responsible for crisis intervention, personal advocacy, follow-up contact and provides appropriate community referrals for students and/or their families.

**SALARY:** Non-exempt. \$23.00/hr. The position is grant funded.

## **QUALIFICATIONS:**

- Pass a criminal background check.
- Pass a drug screening test.
- Possess a valid Wisconsin Driver's License and show proof of vehicle insurance.
- Associate degree in related field or 2 years equivalent of education and experience with proven effectiveness.
- Good understanding and demonstrated skills regarding domestic abuse and sexual assault.
- Outstanding written and oral skills.
- Ability to communicate effectively, problem solve, and work well with people from diverse backgrounds.
- Must be able to work independently with limited direction and able to meet deadlines.
- Must be able to maintain and handle sensitive confidential material.
- Maintain concise records for all calls, walk-ins, and client contacts.
- Must be organized, detail oriented and flexible.
- Ability to identify and respond to shifting duties and priorities.
- Ability to manage individual components related to grant objectives, reporting and data tracking.
- Skill and knowledge of how to establish and maintain effective working relationships with organizations and individuals to identify, establish, modify, and provide survivor support/assistance.
- Commitment to supporting Oakwood Haven's values of serving survivors in Lac Courte Oreilles, Sawyer County, and surrounding areas.
- Commitment to serving people affected by domestic abuse/sexual assault through a client centered service approach.

**REPORTS TO:** Oakwood Haven Director

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Experience providing services with and to a variety of cultures with cultural awareness, sensitivity and a desire and commitment to learn and implement such practices.
- Basic knowledge of victim advocacy and prevention of and response to sexual assault.
- Basic knowledge of laws relating to victim advocacy, sexual assault, and interpersonal violence.
- Interact in a professional cooperative manner with staff and others.
- Attend and participate in all staff meetings and trainings/events/activities.
- Complete intake and screen survivors for physical, emotional and safety needs.
- Work with the Sexual Assault Project Coordinator to coordinate effective interagency collaboration to maintain multidisciplinary sexual assault response teams to meet the needs of sexual assault survivors.
- Promote Ojibwe cultural appropriateness and relevance and specific programming and support groups.
- Coordinate transportation as needed or required.
- Work with Sexual Assault Project Coordinator to identify appropriate conferences, trainings, and workshops at tribal, county, local and statewide levels.
- Work with Male Sexual Assault Prevention Specialist in development of trainings, events and activities for male survivors.

**PREFERRED QUALIFICATIONS:**

- Understanding of trauma informed care.
- Knowledge of Lac Courte Oreilles and Sawyer County community information and resources.
- Experience with sexual assault response and knowledge of sexual assault response team best practices.

**REQUIREMENTS:**

- Attend 15 hours of domestic violence and 30 hours of domestic abuse/sexual assault training annually through in person, webinars or zoom availability.
- Attend Crime Victims Rights and Compensation training annually.
- Travel throughout Lac Courte Oreilles and Sawyer County and surrounding communities as needed.

**APPLICATION PROCEDURE:**

Submit complete LCO Employment application, resume, at least three (3) personal letters of reference/s, and any other supportive documents. A resume should be typewritten indicating personal information related to the position for which the applicant is applying to include education, experience, professional and/or community involvement and availability. Individuals with disabilities are encouraged to apply.

**Mail information to:**

Lac Courte Oreilles Tribal Government  
ATTN: Human Resource Department  
13394 W. Trepania Road Hayward, Wisconsin 54843

**Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies and Procedures Manual.**