



Pride of the Ojibwa

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13394 W. Trepania Road Hayward, WI 54843
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Outreach & Shelter Serving Adult & Child Victims of Domestic, Sexual, Elder

Domestic Violence Advocate

Location: LCO Oakwood Haven
Supervision: LCO Oakwood Haven Director

Position Summary:

The goals of the children's programming are to address the emotional needs of the children and youth affected by violence/abuse in their families and to break the intergenerational cycle of violence by striving to:

- Break the isolation of women and children who experience violence in the home
- Teach women, children, and youth how to protect themselves by developing safety and support systems and
- Promote the emotional and physical health and strengthen the self-esteem of women, children, and youth who experience domestic violence.

General:

Maintain confidentiality and non-disclosure.
Maintain accurate, concise records for all calls, walk-ins, and client contacts.
Interact in a professional/cooperative manner with staff and volunteers.
Attend and participate in all staff meetings/training.
Complete tasks assigned by the Director within the established timeframe.

Qualifications:

- Degree beyond high school in a related field or has worked with adults and

children.

- Flexibility with hours.
- Works well with all personality types.
- Excellent interpersonal skills
- Excellent communication skills, both verbal and written.
- Knowledge of crisis intervention techniques/networking within communities
- Knowledge of the effects of abuse/violence on children.
- Knowledge of children & grieving
- Knowledge of parenting skills.
- Must be able to pass a background check.
- Must be able to pass a pre-employment drug screen.

Duties and Responsibilities:

- Prepare intake and screen women and children for physical, emotional and educational needs.
- Provide emotional support, advocacy, crisis intervention, and referrals to help them acknowledge, understand, and process their feelings resulting from the violence in their family, learn and practice non-violent communication skills. Develop skills to protect themselves in a home with violence.
- When appropriate, develop individual plans that address the needs and problems identified by the assessment and discuss them with the parent.
- objectively maintain client files, including dates, types of service provided, goals, age, gender, and kind of abuse.
- Hold weekly children's support group.
- Plan and implement with the parent group facilitator in teaching parents/guardians such skills as: time-out, stress reduction, limit setting, and development of appropriate consequences.
- Report all suspected child abuse/neglect situations involving residents. Document and maintain all pertinent records of the suspected abuse involving residents of the shelter.
- Maintain current information regarding community services and referral options. Network with agencies providing services for children, and/or other agencies that may be helpful for program participants.
- Coordinate services with Human Services and school personnel as needed. Have parents' permission form on file.
- Work with all school districts and teachers in coordinating school presentations.
- Coordinate transportation of sheltered women and children.
- Submit a monthly written report on Children's Program milestones.

Application Procedure & Requirements:

1. **Completed LCO Employment Application, including Release and Authorization form (included in application)**
2. **Cover Letter (Letter of Interest)**

3. **Resume**
4. **At least three (3) letters of Referral (Recommendations)**
5. **And any other supportive documents**
6. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government

ATTN: Human Resource Department

13394 W Trepania Road

Hayward, WI 54843

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