



# WHITE EARTH RESERVATION

**CHAIRMAN** Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque  
**DISTRICT I** Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Lee Erickson

## Job Announcement

**Position:** Sexual Assault Advocate

**Location:** White Earth

**Pay:** \$20.42 hr.

**Benefits:** Full

**Open:** 10/22/24

**Close:** 11/26/24

**Status:** Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for providing direct services and assistance to individuals who have been a victim of sexual assault; in addition to conducting community outreach, community education, awareness and agency collaborations (state, tribal, federal) regarding addressing sexual violence on the White Earth Reservation.

### Position Outcomes:

- Provides direct services to victims of sexual violence to assure victims safety.
- Provide education and outreach on sexual violence issues to create community awareness.
- Establish and maintain quality working relationships with other service providers to ensure service delivery.
- Create and maintain program information to ensure compliance with DOVE reporting requirements.
- Communicate directly with DOVE Program Manager to ensure program and organization are represented in a professional manner.
- Performs other duties and responsibilities as required or assigned.

### Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Human Services Department
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.
- Knowledge of and experience with crisis intervention and sexual assault advocacy, programs and services.
- Ability to work cooperatively within Human Services, White Earth RTC, and local committees and/or boards to make the work of the group successful and effective.
- Ability to write statistical and narrative reports in a timely manner.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Skilled in Tribal member's service delivery and the ability to interact with internal and external Tribal entities with tact and diplomacy.

### Qualifications:

- **High School Diploma or GED and two (2) years of experience providing services to victims of violence**
- **40 Hours Sexual Assault Advocacy Training certification (must obtain within 6 months of hire).**
- **Valid Driver's License and insurance for travel between sites.**
- **Must be able to pass a criminal background check and drug screening.**

#### **Mail Applications to:**

White Earth Tribal Council  
Attention: Personnel  
P.O. Box 418  
White Earth, MN 56591

**Download Applications at:** [www.whiteearth.com](http://www.whiteearth.com)

*EEO with Native Preference.*

*A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment.*