



**DIVISION OF INDIAN WORK
JOB POSTING**

**Position: Strengthening Family Circles
 American Indian Advocate**

General Description: This is a full-time non-exempt position at the Division of Indian Work. The Advocate's time will be spent in a hybrid model, working from home as well as at the Domestic Abuse Service Center (DASC), which is in downtown Minneapolis. This person provides crisis management, legal advocacy, support, and assistance with Orders for Protection, handles walk-ins, and directly reports to Hennepin County. The Division of Indian Work provides culturally based support systems to American Indian youth and families, encouraging educational, psychological, social, and spiritual growth in a multi-cultural urban environment.

Responsibilities:

In carrying out the philosophy, goals and policies established by the Division of Indian Work Board of Directors, the Advocate will be responsible for:

- A. Program
 - 1. Provide advocacy for American Indian families and legal advocacy when assisting with Orders for Protection.
 - 2. Assist families in developing, pursuing, and achieving goals to remain violence-free and participate in case consultation.
 - 3. Provide resources and referrals to needed services.
 - 4. Answer crisis calls and maintain confidential, accurate records of crisis intervention.
 - 5. Record statistical data accurately and complete requested reports in a timely fashion.
 - 6. Participate in staff and program meetings and attend assigned training courses, conferences and other meetings as requested by supervisor.

- B. Public Relations
 - 1. Prepare articles and/or other written materials for media as directed.
 - 2. Participate in community education on domestic violence issues.
 - 3. Participate in appropriate community task forces and/or committees as approved by the Executive Director
 - 4. Maintain current knowledge of relevant community resources

C. Assume other appropriate responsibilities as requested.

Qualifications:

1. Four-year degree in Social Work or related field plus 2 years experience.
2. Knowledge of and sensitivity to American Indian people and culture.
3. Excellent communication skills, both verbal and written.
4. Must be flexible in varied working situations.
5. Must be able to model violence-free behavior
6. Must have a valid Minnesota Driver's License and a vehicle for work.

Position Classification:

This is a 1.0 FTE non-exempt position, including full benefits package. Salary range: DOQ

To Apply:

Email resume and cover letter to Program Director Shashana Skippingday at sskippingday@diw-mn.org

The Division of Indian Work has a diverse work environment which we sought and desire. As such, we are an Affirmative Action/Equal Opportunity Employer.