



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

JOB DESCRIPTION

POSITION: Certified Social Worker OR Victim Specialist

LOCATION: Red Cliff Police Department

WAGE: \$26.00/hour, plus benefits

SUPERVISOR: Chief of Police

THIS IS A REGULAR FULL-TIME EXEMPT POSITION

JOB SUMMARY: Through this position Red Cliff Law Enforcement will support effective, trauma informed practices that ensure victims of crimes are treated with fairness and respect; are notified of their rights; provided with updates on their cases; and given the information and referrals they need to address the traumatic impact of victimization. This position will support the Law Enforcement mission through the coordination of victim services provided in Red Cliff, with a focus on victims of sexual assault and intimate partner violence, as well as underserved victims of crime and/or violence; Act as liaison with the Bayfield County and Ashland County Courts, correctional facilities, and victim service providers as needed to support Red Cliff crime victims. This position is responsible for providing regular and ongoing Response to Victims training for Red Cliff Law Enforcement and other victim service providing departments within Red Cliff.

DUTIES AND RESPONSIBILITIES:

1. Attend daily Investigations briefings and Patrol squad briefings as necessary.
2. Review daily incident reports and calls for service related to sexual assault, intimate partner violence, and underserved victims.
3. Initiate contact with victims of sexual assault, intimate partner violence, and underserved victims in coordination with the case officer or detective.
4. Determine the level of contact desired by victims of sexual assault, intimate partner violence, and underserved victims and respond accordingly.
5. Assess any service needs for victims of sexual assault, intimate partner violence, and underserved victims and coordinate the delivery of services with community providers.

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6. Coordinate with the Red Cliff Domestic Violence Department to assist in assessing and delivering services to victims of sexual assault, intimate partner violence, and underserved victims.
7. Prepare thorough and accurate reports documenting casework.
8. Coordinate with other Red Cliff Departments to ensure the non-duplication of services.
9. Communicate with detectives on the status of case investigations as needed.
10. Organize victim sensitivity trainings for the RCPD, coordinate a comprehensive training core curriculum for officers related to Victim Services with Technical Assistance from the project funding source.
11. Create a brochure for residents to communicate victim services available and distribute the Guide to Crime Victims to clients in need.
12. Coordinate a team of victim serving staff within Red Cliff who meet regularly to create and review efforts in order to create a more effective client services system.
13. Monitor the Department's compliance with the Wisconsin Bill of Rights for Victims of Crime.
14. Oversee project grant budget and provide necessary information for grant reporting purposes.
15. Attend or conduct a variety of meetings such as staff meetings or employee briefings.
16. Research and prepare written or statistical reports and makes presentations.
17. Research, propose, and apply for grant funding opportunities in support of the position's objective.
18. Research, propose, manage, and participate in initiatives designed to reduce sexual assault and intimate partner violence.
19. Represent the Red Cliff Police Department on various boards, committees and task forces related to Victim Services.
20. Adjust work hours as necessary to meet the position's needs with approval of the Police Chief.
21. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None.

KNOWLEDGE/SKILLS/ABILITIES:

1. Ability and willingness to adhere to moral and ethical principles and to possess sound moral character and honesty.
2. Demonstrate the character quality of being loyal and the willingness to be faithful to commitments or obligations.
3. Ability to work in a cooperative or coordinated effort whether as part of a group or persons acting together as a team or in the interest of a common cause.
4. Ability to take the lead or introductory step in activities, responsibilities or decisions.
5. Ability to intellectually identify with or vicariously experience the feelings, thoughts or attitudes of others.
6. Ability to be one who can be relied upon and to be dependable in achievement, accuracy and honesty.
7. Ability to deal with sensitive information in a discreet manner maintaining confidentiality.

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8. Ability to analyze situations quickly and to determine proper course of action to be taken with due regard to surrounding hazards and circumstances.
 9. Ability to judge, make a decision or form an opinion objectively, authoritatively and wisely especially in matters affecting action, good sense and discretion.
 10. Ability to exhibit a standing practice of professional character, spirit or methods that distinguish one from an amateur.
 11. Ability to intervene in crises, assessing victims' needs and applying appropriate resources.
 12. Ability to manage a victim's services program and evaluating and adapting programs to community needs.
 13. Ability to prepare thorough and accurate reports documenting the casework.
 14. Ability to comprehend and apply standards and guidelines of victim advocacy including the National Organization of Victim Assistance code of ethics and the Wisconsin Bill of Rights for Victims of Crime.
 15. Ability to research issues, prepare written and statistical reports, and give oral presentations.
 16. Ability to interpret, understand and apply applicable laws, statutes, ordinances, regulations, and policies.
 17. Ability to provide factual case updates to victims in an accurate and timely manner.
 18. Ability to assist victims in understanding the processes for restitution, victim compensation, or other financial assistance.
 19. Ability to use standard office equipment, computer equipment and software including word processing, data base management, spreadsheet applications and electronic mail.
 20. Ability to listen well and communicate effectively orally and in writing with various audiences.
 21. Ability to research, develop and lead formal and informal presentations and discussions with diverse groups.
 22. Ability to establish and maintain effective working relationships with Department employees, law enforcement agencies, courts, legal representatives, peer advocacy providers, and the general public.
- Computer/Automation**
23. Ability to properly and appropriately utilize the department's computer system, to include email, electronic documents, spreadsheets, and technical software
 24. Ability to work with various types of computer hardware and other computer related equipment.
 25. Working knowledge of Microsoft Office.

QUALIFICATIONS:

1. Bachelor's Degree in Criminal Justice or Social Worker, required. Social Worker Licensed in the State of Wisconsin or if not licensed must begin the process and obtain Social Worker Training License. (MSW preferred, licensure will be validated, CSW APSW, or ISW.
2. Experience working within tribal communities a plus.
3. This position must possess and maintain a current, valid Driver License. Must be eligible to be placed on the tribe's vehicle insurance OR if not eligible must have access to a vehicle with appropriate vehicle insurance coverage, required.

PERSONAL CONTACTS: Considerable daily contact will be made with the general public, tribal leadership, Program Directors and staff, consultant(s), and the Tribal Community.

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PHYSICAL REQUIREMENTS: A maximum occasional lift of 20 lbs from Floor-Waist, Sit, stand and bilateral hand coordination continuous. Sit or stand for long periods. Walk and forward reach are occasional. Primarily sedentary

WORK ENVIRONMENT: Duties are performed primarily indoors with minimal exposure to adverse weather conditions. Minimal exposure to extreme cold, extreme heat, wet or dry conditions. May be exposed to office related odors, dusts, fumes. All Tribal Buildings are smoke free.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the image or name of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer's discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: September 21, 2020

DEADLINE: Open Until Filled

FOR FURTHER INFORMATION CONTACT:

Red Cliff Band of Lake Superior Chippewa

Human Resources Department

88455 Pike Road

Bayfield, WI 54814

www.redcliff-nsn.gov

ashley.poch@redcliff-nsn.gov

diane.cooley@redcliff-nsn.gov

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(715) 779-3700 ext. 4268 or 4267

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement the application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

**EMPLOYEE BENEFITS PACKAGE - FULL-TIME EMPLOYEES
THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:**

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 11 paid holidays.

Acknowledgement of understanding of job duties, knowledge & qualifications:

Employee

Date

Supervisor/Administrator

Date

Human Resources

Date

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