JOB DESCRIPTION

POSITION: Tribal Law Enforcement-Based Victim Specialist
LOCATION: Red Cliff Police Department
WAGE: $27.00/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.
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.

“The Hub of the Chippewa Nation”
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. Minimum of an Associate Degree in a legal, business, human services or related field preferred, OR Sworn Law Enforcement Officer with extensive victim service and related training such as trauma-informed response to victims of crime, victims of sexual assault, domestic violence, Indian Child Welfare.

2. Must be a Certified Victim Advocate, working towards one and obtain within 3 months of employment.

3. Experience working within tribal communities a plus.

4. Live within a thirty-mile radius of the Red Cliff Police Department.

“**The Hub of the Chippewa Nation**”
5. Possess a valid Wisconsin driver’s license, vehicle and appropriate vehicle coverage and maintain driver’s eligibility as a condition of employment. Be eligible to be put on the tribe’s vehicle insurance policy.

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

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 name or image 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. Consent to Release Liability and Reference Information Form; available on the Tribal website.
4. Resume, required; cover letter, optional.
5. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: June 9, 2022
DEADLINE: Open Until Filled

“The Hub of the Chippewa Nation”
FOR FURTHER INFORMATION CONTACT:
Red Cliff Band of Lake Superior Chippewa
Human Resources Department
88455 Pike Road
Bayfield, WI  54814
www.redcliff-nsn.gov
hr@redcliff-nsn.gov
(715)779-3700

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 this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

“The Hub of the Chippewa Nation”