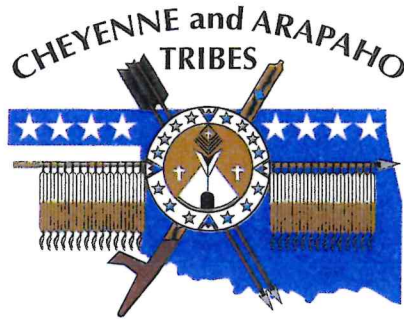


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: Victim Services Advocate
PROGRAM: Social Services
DEPARTMENT: Social Services
LOCATION: Concho, OK
ISSUE DATE: October 30, 2025

OPEN UNTIL FILLED

GENERAL DESCRIPTION: Under the direct supervision of the Social Services Program Director, the Victim Services Advocate would be responsible for providing case management, support and direct services of clientele that are experiencing trauma due to violence. This is performed in accordance with established Federal and/or departmental guidelines.

DESCRIPTION OF DUTIES:

- Conduct intake, assessment and case planning services to applicants as assigned
- Provide advocacy and direct services for Cheyenne and Arapaho families and/or other Native American families, as needed
- Regularly review cases and planned events with supervisor to ensure that programs are in compliance
- Ensures case documentation is up-to-date and reflective of services provided. Files are subject to review at any time by Supervisor.
- Assist in developing and maintaining client files by quality criteria that is established within' the Victim Services Program
- Ability to transport clients as needed
- Provides intervention services according to culture and traditions on a case-by-case basis.
- Collaborate with other Agencies and organizations regarding client need(s), services and planned events
- Assist in locating appropriate resources for families that are in-need;
- Assist in developing a resource book for clients
- Provide written or oral reports on clients to appropriate requesting parties, as needed
- Responsible for formulation and submission of monthly and quarterly reports
- Participate in case staff meetings, department staff meetings, and other meetings pertaining to the Victim Services Program as needed
- Responsible for the planning and hosting of program events which includes creating flyers, promotional handouts and artwork for billboards
- Assist and coordinate with other advocates on prevention aware events each month related to violence
- Other duties assigned by the Director

QUALIFICATIONS:

- Prefer an Associate's Degree or at least 4 years of experience working with victims of crime.
- Be willing to attend training relevant to job position.
- Ability to work flexible hours and willing to work outside of normal business hours, including after 5:00 PM.
- Must understand and strive to implement the program's goal, objectives, rules, and regulations.
- Possess communication skills, written and oral, to relate to Indian and Non-Indian communities, other agencies and the general public.
- Must be computer literate, possess good writing skills, and be able to communicate effectively.
- Must have the ability to maintain a wholesome and favorable rapport with the general public, tribal members, program directors/coordinators, tribal employees and vendors.
- Ability to maintain a high level of confidentiality on all client matters and other matters protected by the Privacy act as well as other confidentiality regulations.
- OSBI and criminal background check required and be adjudicated appropriately.
- Must possess a current Oklahoma Drivers License to operate a government owned vehicle as well as have reliable transportation.
- Prefer knowledge of Cheyenne and Arapaho/ Native Americans cultures and values.
- Ability to work with difficult clientele with various social problems and/or needs.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov