<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Elder Outreach Advocate (Part-time)</th>
<th>Open Date:</th>
<th>October 22, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>SL Program:</td>
<td>Senior Services</td>
<td>Close Date:</td>
<td>Until Filled</td>
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**Position Objective:** To advocate for individuals who are over the age of 55 and victims of abuse in later life, including domestic violence, dating violence, sexual assault, exploitation, and neglect in Spirit Lake Tribe, City of Devils Lake, Ramsey, and Benson Counties.

**Major Duties & Responsibilities:**

- Under the guidance and supervision of the Project Coordinator, provide advocacy and referrals to elders.
- Provide crisis intervention and empowerment based, trauma informed advocacy.
- Collaborate with law enforcement as needed.
- Assess physical, emotional, and emergency needs of clients and connect them to resources to address additional needs (i.e., food, clothing, shelter).
- Review and aid clients in securing safety remedies.
- Counsel clients regarding housing or emergency shelter.
- Prepare applications for emergency financial assistance and/or public benefits.
- Assist clients with preparation of forms, such as an application for services, including guardianship if needed.
- Identify appropriate support groups for mental health counseling agencies.
- Provide advocacy and support via the 24/7 emergency crisis as needed.
- Engage in community networking activities to both increase access to services for individuals as well as to assist community services providers in understanding the dynamics of elder abuse.
- Support elders in navigating the legal systems including assistance with legal filings such as protection orders and crime victims’ compensation applications and court accompaniment.
- Assist in organizing community events, trainings, and community presentations in the service areas of Spirit Lake, City of Devils Lake, Ramsey, and Benson County.
- Collaborates with program teams, community organizations, peers, and volunteers in the implementation of grant activities.
- Attend the Coordinated Community Response quarterly meetings for tribal and partnering service providers in designated service areas.
- Assist with maintaining up-to-date records on elders’ contact information, identify needs, and services through the coordination of services with partnering agencies.
- Provide home visits to provide insight into the needs of individuals, their families, and/or caregivers.
- Participates in quality assurance program.
- Collaborate with consultant and evaluator to assist with collecting qualitative and quantitative
evaluation data as needed for program improvement and semi-annual grant reports.

- Consistently follow all client confidentiality policies and HIPPA Regulations.
- Follow agency/contract/grant/licensing policies and procedures.
- Perform various duties as needed to successfully fulfill the function of the position.

Skills, Knowledge, Abilities, Personal Characteristics:

Knowledge of:

- Thorough knowledge of the needs, and challenges of the aging process
- Current issues and treatments related to elder abuse issues.
- Knowledge of special needs and social-emotional circumstances of elders and their families
- Crisis intervention techniques and principles with aging individuals and families
- Principles of sociology and psychology.
- Dakota culture and traditions, on Spirit Lake and surrounding communities.
- Health programs and elder health issues
- Interviewing techniques.
- Available community resources and their appropriate utilization.
- Knowledge of the types of crimes that potentially affect elders with abuse issues.
- Relevant Federal, State, and local laws, regulations, and codes.
- Tribal policies and procedures

Ability to:

- Quickly and accurately assess situations encountered.
- Exercise sound judgment in determining courses of action.
- Demonstrates respect to elders
- Advocate for client and community services
- Demonstrated ability to work with other professions effectively
- Deal effectively with hostile/aggressive clients and others contacted during work.
- Handle multiple tasks simultaneously
- Communicate clearly and concisely, both orally and in writing.
- Plan meetings and community events
- Ability to develop and maintain data to complete reports received and interventions
- Demonstrate ability to work as a team member

Skills:

- Strong verbal & written communication skills
- Strong commitment to teamwork and interpersonal communication with other tribal and local
- Strong organizational skills, including competency in documentation and responsibility maintaining accurate records
- Basic technical skills in operating Microsoft Office programs

**Qualifications, Experience, and education required:**

- Cultural competency and sensitivity
- Two-year associate’s degree in social work or related field, or 1-2 years related work experience
- Preferred experience in working with elders
- Reliable transportation
- Must possess and maintain a current, active and unrestricted ND Driver’s License through course of employment, insurable under SLT driving policy, vehicle insurance and registration
- Must submit a pre-employment drug testing and will be subject to random testing
- Must adhere to the COVID restrictions
- Must be able to successfully clear background check

**Physical Demands:**
None noted.

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<thead>
<tr>
<th>Job Role</th>
<th>Elder Outreach Advocate</th>
<th>Company Industry:</th>
<th>Spirit Lake Tribe</th>
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<tbody>
<tr>
<td>Exempt/Non-exempt:</td>
<td>Non-exempt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment Status:</td>
<td>1 Part-time 24 hours/wk</td>
<td>Manages Others:</td>
<td>Elder Protection Coordinator/ Senior Services Director</td>
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<tr>
<td>Monthly Salary Range:</td>
<td>DOQ</td>
<td>Manages Others:</td>
<td>None</td>
</tr>
<tr>
<td>Number of Vacancies:</td>
<td>1</td>
<td></td>
<td>None</td>
</tr>
</tbody>
</table>

**Please Send Application to:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Spirit Lake Human Resource Dept</th>
<th>Email:</th>
<th><a href="mailto:karenj@spiritlakenation.com">karenj@spiritlakenation.com</a> or <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>P.O. Box 97</td>
<td>State</td>
<td>North Dakota</td>
</tr>
<tr>
<td>City:</td>
<td>Fort Totten</td>
<td>Zip/Postal Code:</td>
<td>58335</td>
</tr>
<tr>
<td>Phone:</td>
<td>701-381-0204 or 701-381-0361</td>
<td>Fax:</td>
<td>701-766-1272</td>
</tr>
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**Application Procedure**
Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver’s license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran’s preference must include Form DD214/Authorization signature will be required for background check and drug testing.