



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
 OKMULGEE, OK 74447  
 Telephone (918) 732-7827  
 Toll-Free (800) 482-1979  
 Fax (918) 756-2284

Submitted Date 07/01/2020	Employee Requisition Number <b>ER-20221</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>CCR COORD/VICTIM ADVOCATE</b>			
Pay Grade HG 11	Salary Range \$35,859-46,820	Classification Hourly	
Department: FAMILY VIOLENCE PREVENTION	Location: Okmulgee	Location Code: 900	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	<p>Under the supervision of the Family Violence Prevention Program Director, the CCR Coordinator/Victim Advocate will be responsible for the leadership and coordination of the development and activities of CCR teams within Nation jurisdiction and will devote 25% of the time to providing direct advocacy services to victims. A Coordinated Community Response (CCR) team joins multidisciplinary community partners to provide interagency, coordinated responses to domestic and sexual violence in order to meet the needs of victims/survivors and more effectively hold offenders accountable. The CCR Coordinator/Victim Advocate will work to bring together multidisciplinary community partners such as; law enforcement, prosecutors, judges, probation and parole, first responders and other individuals/agencies to assist teams in implementing a variety of strategies, including internal information-sharing and training, community awareness and outreach campaigns, development of CCR response protocols, and case reviews. The CCR Coordinator/Victim Advocate will assist in the development of training agendas and training opportunities. The CCR Coordinator/Victim Advocate will provide a variety of short and long- term advocacy services to victims within the Muscogee (Creek) Nation jurisdictional boundaries. The CCR Coordinator/Victim Advocate will be available to provide the following: advocacy to victims when dealing with the courts, law enforcement, medical staff, and shelter resources; twenty-four (24) hour emergency response to victims, including accompanying victims to medical facilities for emergency medical treatment, accessing a Sexual Assault Nurse Examiner, and shelter facilities for emergency shelter, food, and clothing; assistance in the filing of orders for protection in the District Court of the Muscogee (Creek) Nation or, when necessary, state courts within the Muscogee (Creek) Nation jurisdictional boundaries; safety planning, and ongoing evaluation of the treatment, service and safety needs of victims and their children and referral to appropriate tribal and community resources. The CCR Coordinator/Victim Advocate will participate in training and education on issues related to domestic violence, sexual assault, dating violence, and stalking.</p>
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Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Lead development of sexual assault and strangulation protocols for first responders.</li> <li>2. Ensure a victim-centered response and access to community resources through process sharing and case reviews.</li> <li>3. Hold Offenders accountable.</li> <li>4. Promote a collective position on awareness of domestic and sexual violence as a community problem and a community responsibility to prevent domestic and sexual violence.</li> <li>5. Host community awareness and outreach activities.</li> <li>5. Development of training agendas and training opportunities.</li> <li>6. Provide intensive case management services to American Indian women who are victims of domestic violence, sexual assault, dating violence, stalking, human trafficking and other victimizations.</li> <li>7. Rotate on-call responsibilities to assist in SANE and LAP after hour calls.</li> <li>8. Responsible for coordination/accompaniment to/and advocacy throughout SANE exams to victims of sexual assault.</li> <li>9. Accompany victims to law enforcement agencies to complete police reports.</li> <li>10. Accompany victims to medical facilities for emergency medical treatment.</li> <li>11. Accompany victims to shelter facilities for emergency shelter, food, and clothing.</li> <li>12. Assess the social, emotional, physical, and mental needs of victims and their children and develop safety and service plans.</li> <li>13. Evaluate the treatment/service needs of victims and their children, adjust service plan, and refer to appropriate tribal and community resources.</li> <li>14. Accompany victims to court and assist in the filing of orders of protection and advocacy during hearings.</li> <li>15. Participate in weekly staff meetings.</li> <li>16. Attend trainings and workshops.</li> <li>17. Develop and conduct in-service training, public presentations, and educational workshops for law enforcement, medical and mental health professional, other tribal and community agencies, and communities.</li> <li>18. Maintain caseload and case files.</li> <li>19. Complete monthly statistical reports.</li> <li>20. Maintain client confidentiality.</li> <li>21. Conduct other duties as assigned.</li> </ol>
Minimum Requirements:	Bachelor degree in social work or related field and one (1) year of experience in professional social work/social services field or three (3) years of experience working with victims of domestic violence, sexual assault, dating violence, and stalking. Combination of education and experience can be considered in lieu of bachelor degree.
Preferred Requirements:	Master in Social Work degree with professional experience providing advocacy services to victims/survivors of domestic violence, dating violence, sexual assault, stalking, and human trafficking. Demonstrated experience in program development, strategic planning, knowledge of best practices in advocacy services to survivors and experience with the



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	development of grant applications.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

**Competencies:**

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

**Physical Demands:**

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:  Up to 50 lbs.  Up to 100 lbs.  Over 100 lbs.  
 Physical Exam Required

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.  
 While performing the duties of this Job, the employee is regularly exposed:  
 Fumes or airborne particles  Outside weather conditions  Toxic or caustic chemicals  
 Risk of electrical shock  Vibration  Loud Noise

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.



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#### **Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.