

# **Sisseton Wahpeton Oyate**

## **Job Description**

---

**Job Title:** OVC/TVSSA Domestic Violence Case Manager Advocate

**PROGRAM:** Domestic Violence and Sexual Assault Program

**SUPERVISOR:** Domestic Violence and Sexual Assault Program Manager

**General Description:** The Domestic Violence Case Manager Advocate primary job function is to provide culturally appropriate victims service, advocacy, case management, referrals, follow-up care, and help coordinate community response for linkage of victims service.

**Standard Employment:** Hours are 40-hours per week, and will primarily be between the hours of 8 AM and 4:30 PM Monday through Friday.

**Job Duties:**

1. Develop a case management system for the Domestic Violence and Sexual Assault Program with policies and procedures.
2. Assist in day-to-day operations of the Domestic Violence and Sexual Assault Program.
3. Provide culturally sensitive advocacy and victim-centered approach.
4. Protect the security of information, data and files.
5. Responding to and carrying out various queries from Manager and employees, and from other departments.
6. Refer clients to other agencies and resources and advocates directly with other agencies as needed to help clients access necessary services.
7. Interacting with and supplying information to employees, department heads, youth and families in a courteous and helpful manner.
8. Maintains collaboration partnerships with referral agencies.
9. Monitor clients to see progression through programs, facilitate client navigation to community services, and documents according to standard operating procedures.
10. Attend native focused 40-hour domestic violence advocacy training.
11. Assist in facilitating support groups and community outreach awareness campaigns.
12. Coordinate and implement special events for Domestic Violence and Sexual Assault Awareness.
13. Must understand crisis management concepts for emergency crisis calls.

14. Maintain a high level of confidentiality and professionalism at all times.
15. Other duties as assigned by the Program Manager.

### **Job Qualifications**

1. Computer knowledgeable with Word, Excel and Workplace.
2. Ability to communicate effectively with the public and co-workers.
3. Have or the ability to get NARCAN Certification.
4. Native Focus 40-Hour Domestic Violence Training within three months.


### **Job Requirements:**

1. Pre-employment background check and drug-use screening test is required.
2. Must sign a Confidentiality Statement upon hire and adhere to policy.
3. Must have a valid State driver's license.

### **Education and/or Experience:**

1. AA Degree and/or 2 years' experience as a case manager, outreach worker, preferably in the helping field.
2. Two years of work experience as a case manager, outreach worker, preferably in the helping field.
3. Ability to systematically organize and maintain a filing system.
4. Ability to maintain financial records.
5. Ability to write routine reports and correspondence.

**WAGE RANGE:** \$22.00 to \$24.00 per hour

Approved  Date 8/19/25

---

Domestic Violence Case Manager Advocate