

Victim's Advocate Coordinator #2020-30 This position will be responsible for managing the Sac and Fox Nation Victim Services Program and coordinating the victim services associated with that project as well as ensuring the timely completion of the programs goals, objectives, activities, deliverables and reporting are met. Serve as liaison between victims, Law Enforcement and Prosecution and provides court support. On 24-hour call to respond to emergency assistance or placement needs of victims of crimes. Accompanies victims to court proceedings and informs victims about their constitutional and statutory mandated victim's rights. Assists victims in securing Orders of Protection and Injunctions Against Harassment. Assesses victim needs and acts as a resource for community service referrals. Engages in follow-up contact with victims after case disposition. Provides in-service training and/or disseminates information on available victim-services trainings for law enforcement and the Nation's Departments who are responsible for providing services to the community; Encourages involvement and interest in victim-related training and awareness campaigns. Maintains statistical records on victims served and services provided; Collects data to track crime victims within the Sac and Fox Nation, local counties and tribal members outside the Sac and Fox jurisdiction; submits monthly statistical reports. Good organizational, time-management and multi-tasking skills, including the ability to take initiative, prioritize duties and work independently and within a team environment. Discretion and integrity to work on highly confidential information is a must and must be followed to the highest standard. Bachelor's Degree in Social Services, Mental Health Counseling, Law Enforcement or other related field of victims' services, and two (2) of related professional experience. Supervisory experience preferred. An appropriate combination of post-secondary education and professional level experience may be substituted for the above. Must have a valid Oklahoma Driver's License.