

Job Description
All Our Relations Advocate



JOB TITLE: Our Relations Advocate

PROGRAM: All Our Relations

REPORTS TO: All Our Relations, Director

JOB STATUS: Full-time, Hybrid (Remote and In-Person), 40 hours per week

WORK HOURS: Must have evening and Sunday availability

Provide support, advocacy, referral and assistance to families of Missing and/or Murdered Indigenous Peoples (MMIP) and Indigenous survivors of violence. This position is responsible for crisis intervention, safety planning, and planning and facilitating weekly virtual support group sessions for families and survivors. The Advocate works collaboratively with other Tribal programs, domestic violence, sexual assault and other agencies to ensure seamless response to survivors' needs.

ESSENTIAL DUTIES

- Provide support, advocacy, referral, and case management services to MMIP families and Indigenous survivors of violence
- Work with survivors to create, implement, monitor, and update individual safety plan
- Assist MMIP families and survivors in emergency situations to conduct searches for MMIP, obtain shelter, financial assistance, and other basic needs
- Maintain accurate files, progress notes, data entry, submit timely reports and paperwork to meet program requirements
- Assist survivors with accessing other services (job training, counseling, housing, medical services, etc.)
- Help families and survivors set up appointments at agencies relevant to their needs, and coordinate transportation to and from appointments
- Facilitate weekly virtual support group sessions; including the management of a beading circle
- Network with other providers to help survivors access community resources
- Attend continued education training on advocacy based support for victims and their families, including topics related family violence, DV, Sexual Assault, and more.

QUALIFICATIONS

- Experience working with Indigenous or communities of color and people from different cultures than your own
- Ability to Identify and understand the broader context of the MMIP Movement and issues related to the prevalence of violence in the lives of Indigenous peoples

- Demonstrated ability in exercising good judgment and taking initiative
- Respect for others' experiences, opinions, language, values, culture, and knowledge
- Proficiency with the Google Workspace platform; including google docs, google sheets, and google forms
- Demonstrated commitment to valuing diversity and contributing to an inclusive working environment
- Demonstrated ability to build rapport and maintain confidentiality with clients and families
- Bachelor's degrees in Social Work, Gender Studies, Human Services or related field is preferred
- At least 2 years of experience working with Tribal/First Nations or Indigenous communities, social work, victim's services or advocacy
- Commitment to trauma-informed practice that respects the unique experience of Indigenous survivors and families
- Demonstrated ability to perform in a fast-paced remote setting with strong time-management and independent judgment
- Demonstrated track record in advocacy, with ability to navigate multiple systems to ensure seamless services.
- Demonstrated respect for others' experiences, opinions, language, values, culture, and knowledge
- Experience working with culturally diverse populations, primarily Indigenous
- Ability to navigate and handle complicated situations
- Desire to empower families from diverse cultures and backgrounds and to work with multi-ethnic survivors
- Demonstrated knowledge of contributing factors to gender based violence among Native American and other survivors of color, and best practices in addressing their needs to bring about equitable outcomes

WORKING CONDITIONS

- Work Hours: Between 10am-6pm MST (with possibility of flexibility depending on incumbent and program needs), Monday through Friday and Sunday, and some evenings as needed for a 40 hour work week.
- Ability to connect virtually via reliable internet and home office setup.
- Position requires driving whenever necessary to meet program needs. A valid driver's license and proof of insurance is required.
- There is a strong need for a candidate local to the Billings, MT area to work from the on-site office location with some remote flexibility.

COMPENSATION

Sovereign Bodies Institute offers a highly competitive pay and benefits package that includes:

- A competitive salary relative to similar positions in the field
- Five (5) weeks paid leave per year (2 vacation weeks, 2 ceremony weeks, 1 sick week)
- Health, dental, and vision insurance for full-time staff members, fully covered by SBI
- Optional 401(k)