

**LCO Tribal Government  
Human Resource Dept  
On-Call Sexual Assault Advocate**



*Pride of the Ojibwe*

13394 W Trepania Road  
Hayward • Wisconsin • 54843  
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**13394 W. Trepania Road Hayward, WI 54843  
715-598-8385 Fax 715-496-8059**

***Outreach & Shelter Serving Adult & Child Victims of Domestic, Sexual, Elder***

**Wisconsin Community Safety Fund  
OAKWOOD HAVEN ON-CALL SEXUAL ASSAULT ADVOCATE**

**General Description:**

The On-Call Sexual Assault Crisis Responder will serve as the primary contact during crisis times and be available 24/7. This person will provide initial contact upon crisis report and will support the Sexual Assault Specialist during high periods of assault reports.

**Salary:** Non-exempt. \$23.00/hr. The position is grant funded.

**Qualification:**

- Associate's degree in related field or two (2) years equivalent of education and experience with proven effectiveness.
- Pass a criminal background check.
- Pass a Drug Screening Test.
- Possess a valid Wisconsin Driver's License and automobile insurance.
- Good understanding and demonstrated skills regarding domestic abuse and sexual assault.
- Outstanding oral and written skills.
- Ability to communicate effectively, problem solve and work well with people from diverse backgrounds.
- Must be able to work independently with limited direction and meet deadlines.

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- Must be able to maintain and handle sensitive confidential material.
- Ability to communicate effectively, problem solve and work well with people from diverse backgrounds.
- Must be organized, detail oriented and flexible.
- Ability to identify and respond to shifting duties and priorities.
- Ability to manage individual components with related grant requirements/reporting.
- Flexible hours, e.g. some weekends and evenings.

**Reports To:** Oakwood Haven Director and WCSF Project Director

**Essential Duties And Responsibilities:**

- Provide legal and medical advocacy and accompaniments to victims of sexual assault. This includes providing sexual assault survivors with accurate information regarding involvement with law enforcement, the criminal justice system, Crime Victim Compensation and Sexual Assault Nurse Exam (SANE), restraining orders, forensic medical exams and general medical care related to the aftermath of sexual assault.
- Must work collaboratively with community organizations and agencies such as law enforcement and SANE.
- Must report to the Sawyer County Hospital within 30 minutes of a sexual assault crisis call, or other hospitals in a timely manner.

**Preferred Qualifications:**

- Experience and/or training in providing advocacy to victims of sexual assault.
- Understanding of trauma informed care.
- Knowledge of Lac Courte Oreilles and Sawyer County community information and resources.
- Experience in client advocacy in medical and legal settings.

**Requirements:**

- Attending training courses and webinars, as requested by WCSF Project Coordinator.
- Attending Crime Victims' Rights and Compensation training as needed.
- Travel throughout Lac Courte Oreilles and Sawyer County and surrounding communities as needed.
- Willingness to serve on an on-call, on-scene response team along with other advocates, law enforcement, investigators, and personnel.

**Application Procedure & Requirements:**

1. **Completed LCO Employment Application, including Release and Authorization form (included in application)**
2. **Cover Letter (Letter of Interest)**
3. **Resume**

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4. At least three (3) letters of Referral (Recommendations)
5. And any other supportive documents
6. Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.

**MAIL, FAX OR EMAIL ALL INFORMATION TO:**

**Lac Courte Oreilles Tribal Government**

**ATTN: Human Resource Department**

**13394 W Trepania Road**

**Hayward, WI 54843**

**Fax (715) 634-4797**

**HR Fax (715) 699-1209**

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***Tribal Preference will apply to qualified applicants in accordance with the  
Lac Courte Oreilles Policies & Procedures Manual.***