JOB DESCRIPTION

JOB TITLE: Advocate for Elder/Vulnerable Adults

DEPARTMENT: Meskwaki Family Services

CLASSIFICATION: Exempt

DUTIES AND RESPONSIBILITIES:

• Provide trauma informed comprehensive direct advocacy/case management services to elder/vulnerable adult victims of crime.
• Provide crisis intervention services to elder/vulnerable adults.
• Safeguard confidentiality of Victim Service Activities, communications and records at all times.
• Provide elder/vulnerable adults and their family’s information and referral services (Tribal and Community) available for their protection, safety, and support.
• Transport elder/vulnerable adults to and from necessary appointments including daily needs, medical, legal, law enforcement, court, etc.
• Coordinate and facilitate support groups.
• Research and incorporate policy for program and assist updating Tribal Code.
• Provide public education about needs of elder/vulnerable adults in the community.
• Attend conferences and workshops related to issues concerning elder/vulnerable adults.
• Prepare monthly, quarterly, and annual reports.
• Assist with capacity building and research to further develop the elder/vulnerable adult program.
• Other duties as assigned.

REQUIREMENTS:

• A Bachelor's degree or higher in Social Work, or other closely related field from an accredited college or university and one year (1) year of work experience focusing on the provision of services within the community (i.e.: human behavior, elder/frail adult population, abusive adults, medical issues
and psychological issues etc.,) at the professional level; OR three (3) years of advocacy, case management/social work experience at the professional level which includes one (1) year of experience working with the elder/frail population.

- Must be eligible for and complete Advocate certification by the Iowa Coalition Against Sexual Assault and Iowa Coalition Against Domestic Violence.
- Experience in grant writing and reporting is desirable.
- Must possess a valid driver’s license.
- Willingness to learn and incorporate skills in the cultural context of the Meskwaki community.
- Must submit to and successfully complete a background investigation.
- Must have strong written communication skills and positive interpersonal relationships skills.
- Must have pleasant disposition and the ability to meet and communicate with the public using tact, discretion and diplomacy, while keeping the strictest confidentiality.
- Must be willing to be on call evenings and weekends.
- Must be proficient in computer skills such as word processing, spreadsheet, internet, email, etc.
- Must be willing and able to travel.

SUPERVISION: Supervised by Family Services Director

SALARY LEVEL: $44,220 - $70,137

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