



**Minnesota Indian Women's Resource Center**  
2300 15<sup>th</sup> Avenue South, Minneapolis, MN 55404  
Phone: (612) 728-2000 Fax: (612) 728-2039

**Position:** Sexual Assault Advocate  
**Location:** 2300 15<sup>th</sup> Avenue South, Minneapolis, MN 55404  
**FTE:** Full-Time, Salary  
**Pay Range:** \$45,000-\$50,000 per year DOQ  
**Reports To:** Director of Noojimo  
**Work Type:** In-Person

**General Description:** The Sexual Assault Advocate (SAA) is responsible for providing culturally-based advocacy and support to Indigenous/Native American women who have experienced Sexual Assault, Sexual Exploitation, and/or Domestic Violence. The Sexual Assault Advocate assists victims/survivors with crisis intervention, safety planning, advocacy, one-on-one and group support, and referrals. The SAA will provide services through appointments and on a walk-in basis.

**Responsibilities:**

In carrying out the philosophy, goals and policies established by the Minnesota Indian Women's Resource Center, the Sexual Assault Advocate will be responsible for:

1. Providing advocacy for American Indian victim/survivors
2. Providing medical advocacy during forensic exams to victims of Sexual Assault, Sexual Exploitation, and Domestic Violence incidents at the Hennepin County Medical Center Emergency Room.
3. Facilitating Sexual Assault and Domestic Violence support groups at the Minnesota Indian Women's Resource Center as well as the Native American Sexual Assault Support groups at the Hennepin County Women's Correctional Facility.
4. Maintaining an active caseload of a minimum of 10-14 client relatives at a time.
5. Assisting client relatives in filing Orders for Protection or OFPs.
6. Providing legal advocacy to victim/survivors during court trials, OFP petition hearings, and/or victim impact statements.
7. Providing victim/survivors with resources and referrals to needed services.
8. Answering crisis calls and maintaining confidential, accurate records of crisis intervention.
9. Recording statistical data accurately and completing requested reports in a timely fashion.
10. Participating in staff and program meetings and attending assigned training courses, conferences, and other meetings as requested by the Director of Noojimo.
11. Preparing articles and/or other written materials for media as directed.
12. Participating in community education on Sexual Assault and Domestic Violence issues.
13. Collaborating with community programs and events as approved by Director of Noojimo.
14. Maintaining knowledge of relevant community resources to compile a resource directory.
15. Participating in community outreach to create program visibility
16. Collaborating with other MIWRC programs in providing wrap-around services.
17. Assuming other appropriate responsibilities as requested by the Director of Noojimo.

**Qualifications:**

1. Minimum of two years of advocacy experience required (Four-year degree in Human Services or related field may be substituted for 2 years of advocacy experience. Two-year degree may be substituted for one year of advocacy experience)
2. Knowledge of, and sensitivity to, American Indian people and culture.
3. Knowledge of trauma-informed, victim-entered approach to working with client relatives
4. Must have, or obtain a 40-hour Sexual Assault Victims' Advocacy certification within 90 days of employment.
5. Must have a working knowledge of strategies and methods of support for victims/survivors of sexual and domestic violence
6. Must have a strong commitment to social justice and the dismantling of all forms of oppression.
7. Must be a team-oriented person who will foster a positive working environment.
8. Must be self-sufficient and possess great time-management skills
9. Strong Crisis Intervention skills are required
10. Must be able to pass a DHS background study
11. Excellent communication skills, both verbal and written are required
12. Must be flexible in varied working situations
13. Must have a valid Minnesota Driver's License and a vehicle for work.

**Benefits Include:**

1. Accrued Paid Time Off
2. 11 Paid Holidays per year
3. Health, Vision, and Dental Benefits
5. Generous Family Leave
6. Paid Cultural Leave

**Position Classification:**

This is a 1.0 FTE, exempt position, including full benefits package.

**To Apply:**

Email resume and cover letter to Human Resources at [hr@miwrc.org](mailto:hr@miwrc.org) and Angela Barnes, Director of Noojimo at [abarnes@miwrc.org](mailto:abarnes@miwrc.org)

*The Minnesota Indian Women's Resource Center is an Equal Opportunity Employer.*