

# Kickapoo Tribe of Oklahoma



## NOTICE OF VACANCY

EMPLOYMENT: Family Violence Advocate

DEPARTMENT: Indian Child Welfare

STATUS: 1 Full-Time

DEADLINE: July 19 2011, by close of business 5:00pm

### JOB DESCRIPTION

The Kickapoo Tribe of Oklahoma is seeking one (1) Family Violence Advocate. Successful candidates shall assist clients who are victims of Domestic Violence, Sexual Assault, Stalking and Dating Violence. Must be willing to interact and communicate with individuals of various backgrounds cultures and ages. Family Violence Advocate will have the responsibility of assisting victims with their current situation and promote trust and communication between advocate and victim.

### MINIMUM REQUIREMENTS:

- (1) **Education:** High School diploma or GED equivalent with background in Domestic Violence related field and or equivalent of education and experience
- (2) **Skills:** All applicants must have excellent clerical and computer skills with emphasis on Office software, ability to coordinate schedules and have excellent communication skills, both written and oral.
- (3) **Requirements:** Must possess documents that establish both identity and Employment Eligibility, must have a valid Oklahoma Drivers License, pass a drug screening test, and complete and OSBI background investigation. English language and Kickapoo language are a necessity.

If you are interested in the positions listed above, please submit resume and/or application to:

Kickapoo Tribe of Oklahoma  
Attn: Human Resource  
P.O. Box 70  
McLoud, OK 74851

or by fax: (405) 964-7046

**Kickapoo Tribal Members and Indian preference in filling this vacancy is given to qualified candidates in accordance with Title 25, U.S. code Section 472 and 473. Kickapoo Tribe of Oklahoma is Equal Opportunity Employer.**