

VACANCY ANNOUNCEMENT



VICTIM LIAISON OFFICER DEPARTMENT OF PUBLIC SAFETY

Open: September 29, 2020

Closing: October 16, 2020 @ 4:00 p.m.

Primary Function:

Works within the Office of Victims of Crime Services as a sworn Criminal Investigator with primary emphasis on providing services for victims of crime. Duties will include, but not limited to: Serving as the responding Officer on Domestic Violence calls and engaging advocacy early on within the call; serving Orders for Protection, Restraining Orders, and working with fellow Officers and the Tribal Courts to ensure service is completed; Complete Escorts and Welfare Checks where working with victims of crime. Reports to Crime Victim Services Program Supervisor and Director of Red Lake Department of Public Safety, full-time position w/benefits, salary; DOQ.

Essential Responsibilities & Duties:

- Works with victims of crime in keeping them posted on the status of complaints within the system
- Along with the Victim Advocate, provides information on victims' rights and services available within the Tribe and other venues
- Participate in and conduct community meetings
- Provide training in victim services to law enforcement
- Maintain documentation of services provided and other duties as assigned
- Audit reports in LETG or other program being used to ensure accurate and thorough report writing and adequate supplemental reports and follow ups for cases
- Track status of OFP and HRO service
- Along with another Law Enforcement Officer, serves OFP and HROs, and enlists fellow officers to assist with service
- Respond to Domestic Violence and Sexual Violence cases, and connect victims with Advocacy services;
- Other duties as assigned

Education/Work Experience/Qualifications:

- High school diploma or equivalent – two (2) year college degree preferred.
- Must have completed a Police Academy recognized by the State of Minnesota POST board or successful completion of an academy recognized by the Bureau of Indian Affairs
- Must have at least three (3) years of law enforcement experience prior to appointment.
- Must have basic knowledge of general office equipment and computers.
- Expected to comply with training requirements.
- Excellent verbal, organization, and written communication skills.
- Ability to handle stressful situations in professional manner.
- Ability to communicate with the public in a professionally courteous manner at all times.
- Ability to work independently and follow directions.
- Must have good work attendance, ethics, and be dependable.
- Valid Driver's License and clean driving record.
- Comply with drug testing in accordance with Red Lake Band's Personnel Policy and Background Check.
- Adhere to and have knowledge of Data Privacy Act.
- Must be of high moral character to uphold the integrity of the Court.
- Knowledgeable of the Red Lake Tribal Code and Ordinance.
- Knowledge of Victims' rights and protections with emphasis on new code provisions regarding Elder Abuse and Abuse against Vulnerable Adults.
- Ability to work cooperatively with the victim advocate, other Law Enforcement Officers and personnel to ensure that services to victims are made available to them in a timely and respectful manner.
- Employment is contingent upon passing a pre-employment drug test and background check.

TO APPLY: Applications and copies of certificates are accepted at Government Center – Human Resources Department, PO Box 546, Red Lake, MN 56671 – Fax (218) 679-4176.