TUNDRA WOMEN’S COALITION

Job Description

# Tribal Victim Assistance/Outreach Specialist

Requirements: Yup’ik Speaker Preferred

Experience working in residential facility preferred

Experience working with children/families required

Basic knowledge of child sexual abuse required

Basic Knowledge of substance abuse preferred

GED or High School education required; College degree preferred

Must be willing to obtain an Alaska driver’s license

Must be willing to attend conferences and trainings

Hours: 40 hours per week, Shifts 10 a.m. – 6:30 p.m. Monday, Tuesday, Wednesday & Friday

Shift 10:30 am – 7pm Thursday

 Some on-call hours required, holiday and weekend on-call shifts

Responsibilities: 1. Provide services to families in shelter referred by Children’s Center.

 2. Coordinate/refer services to these families with Children’s Center staff.

3. Facilitate teleconference/on-site support group for non-offending parents of

 children who were sexually abused.

4. Provide statistical information regarding support group to Children’s Center

 Program Manager.

5. Assist with forensic interviews and provide assistance to families at the

 Children’s Center if those families arrive during work shift; help coordinate

 any interviews conducted on weekends/holidays and after work hours.

 6. Provide child sexual abuse education to all parents living in TWC shelter.

7. Provide child sexual abuse prevention activities to all children in the shelter.

1. Accompany Children’s Center-referred families to the hospital, court and other locations; help with violent crime compensation applications.
2. Answer, respond to and screen CAC crisis telephone calls.
3. Maintain resident files, record data & maintain cleanliness of family area.

11. Provide “Talking About Touching” education in schools.

12. Attend training as required & participate in weekly staff meetings &

 monthly Children’s Center meetings.

13. Perform other duties as required by supervisor(s) & maintain sober,

 nonviolent behavior on & off job.

1. Travel occasionally to villages to meet with tribal leaders, elders, local child protection teams, and parents/community members to discuss child sexual and physical abuse and Children’s Center Services.
2. Work to create partnerships with village service providers responding to child sexual abuse and provide training and technical assistance necessary to increase understanding and level of response to children and families.
3. Collaborate with TWC shelter staff to provide shelter parents with an education and support group discussing the issues surrounding child sexual abuse.
4. Discuss safety and educational materials with families that access the Children’s Advocacy Center.

TWC is an EOE employer