

TUNDRA WOMEN'S COALITION  
Job Description  
RELIEF ADVOCATE JOB DESCRIPTION

Requirements:

Basic understanding of family and sexual violence  
Willing to receive training for on-call advocacy and work on-call status  
Certification in First Aid/CPR or willing to become certified  
Must pass background check

Preferences:

Yup'ik speaker  
Experience in residential facility  
Knowledge of substance abuse  
High school degree/GED  
Alaska driver's license

Hours: On-call hours only. Shifts will usually be weekdays 4pm-12am, midnight-8am, or on weekends. Hours may range from 0-40 per pay period depending on TWC's needs and relief advocate availability.

Responsibilities:

- Ensure that the shelter is secure and oversee safety needs of residents
- Maintain confidentiality of clients staying in the shelter
- Manage access into and out of our secure building
- Answer the TWC crisis line and provide crisis intervention services as appropriate
- Participate in supervision and staff meetings as required
- Ensure that basic TWC shelter guidelines are observed by clients
- Arrange emergency transportation for victims in need of emergency shelter
- Maintain accurate data and confidential resident files
- Maintain cleanliness of shelter, conduct facility security checks & report any facility problems to supervisor
- Provide support to residents

- Refer residents to proper community service organizations and assist in utilization of available resources
- Maintain confidentiality of clients staying in the shelter
- Attend training as required
- Perform other duties as assigned
- Willingness to model sober and non-violent behavior on and off the job