

TUNDRA WOMEN'S COALITION
Legal Advocate Job Description
Non-Exempt Position

Requirements: Yup'ik Speaker Preferred
Experience in the Areas of Domestic Violence, Sexual Assault and Child Abuse required
Knowledge of and experience working in the Yukon-Kuskokwim Delta required
Experience Working With Children Preferred
Experience Working in Residential Facility Preferred
High School Education/GED required; Bachelor's degree preferred
Knowledge of Substance Abuse
Knowledge of Criminal/Civil Processes & Alaska criminal justice system preferred
Must obtain Alaska Driver's License in 90 days & must be willing to drive 15-passenger van
Must be willing to travel and fly on small airplanes
Must pass background check

Hours: 40 hours per week; Mondays through Fridays, 8:30 a.m.-5 p.m. Some early mornings/evenings/weekends will be required.

Responsibilities:

1. Coordinate legal advocacy program services.
2. Assist victims with completing & filing protective orders- DV, SA & stalking.
3. Assist in preparing and accompanying victims/witnesses for court hearings.
4. Maintain referral practices with District Attorney's office & court staff as well as victims accessing tribal courts.
5. Work with law enforcement officers- troopers, police, and village-based law enforcement.
6. Assist with completing and filing Violent Crime Compensation paperwork.
7. Participate in weekly shelter meetings, bimonthly staff meetings, individual supervision and trainings as required.
8. Supervise the Jesuit Volunteer- Program Advocate position (includes Transitional Housing, etc.)
9. Must prepare presentations for public-speaking/training events.
10. Travel to villages on an as-needed basis to help fulfill community requests.
11. Provide technical assistance and training to other staff.
12. Become Sexual Assault Response Team (SART)-trained and sign up for on-call hours each month.
13. Coordinate TWC's SART advocates and attend monthly SART meetings. Assist with local SART trainings and train TWC SART advocates.
14. Do follow up with victims who have had contact with legal systems, particularly those who have gone through the SART process.
15. Become familiar with TWC's Children's Center program and referrals; participate on the Children's Center multi-disciplinary team.
16. Coordinate with Alaska Network on Domestic Violence & Sexual Assault Legal Advocacy Program. Attend monthly ANDVSA LAP teleconferences. Make referrals to the ANDVSA Referral Hotline.
17. Make referrals to ANDVSA LAP Pro Bono Program & Alaska Legal Services as appropriate.
18. Assist victims with completing & filing custody, divorce, and dissolution paperwork as needed.
19. Assist with language access strategies in the justice system as well as at TWC.
20. Assist victims in working with the Office of Victim's Rights as needed.
21. Utilize the VINELink system.
22. Maintain spreadsheets and data. Monitor court calendar for calendaring activities and update/ accompany victims to court as requested.
23. Assist with fundraising activities, DV Awareness Month, and SA Awareness Month activities.
24. Provide support to all TWC programs on an as-needed basis.
25. Perform other duties as assigned.
26. Model sober and non-violent behavior both on and off the job.

(revised 7/17/12)