



**Irniamta Ikayurviat/The Children's Center**  
Job Description  
CAC Program Manager

The CAC (Child Advocacy Center) Program Manager oversees all activities of Irniamta Ikayurviat/Children's Center Child Advocacy Center (CAC) located at Tundra Women's Coalition. Irniamta Ikayurviat exists to provide forensic interviews to children and follow-up services to non-offending family members families during investigations of child abuse cases in the Yukon Kuskokwim Delta area. In addition, Irniamta Ikayurviat exists to track cases of child abuse in the region and provide outreach and educational information on child abuse to members of the multidisciplinary team as well as the community at large. This position reports to the Tundra Women's Coalition Executive Director.

**Qualifications:**

- 1) Yup'ik speaker preferred.
- 2) Bachelors degree or four years of work experience in comparable field.
- 3) Demonstrates strong communication skills and ability to motivate teams members.
- 4) Must have experience working with children.
- 5) Ability to write documents for distribution such as brochures, newsletters etc.
- 6) Experience writing and managing grant projects is preferred.
- 7) Ability to work with multiple agencies in coordinating, planning, and delivering events.
- 8) Experience interacting with the community and with agency representatives.
- 9) Must be willing to travel to villages and to in-state and out of state meetings/trainings.
- 10) Must obtain an Alaska driver's license.
- 11) Must pass a background check and be willing to model sober and non-violent behavior on/off the job.

**Hours:** 40 hours per week, somewhat flexible schedule, some evening/weekends are required and on-call/crisis management.

**Salary and Benefits:** Full benefit package. Hourly rate, overtime eligible. \$55,000-\$72,000 annually.

**Responsibilities:**

1. Manage all functions of the Children's Advocacy Center.
2. Directly supervise the MDT Coordinator/Child Forensic Interview Specialist & Outreach Coordinator.
3. Attend the ChildFirst training and develop a deep understanding of the dynamics of child abuse, the field of child forensic interviewing and the mission and operations of Irniamta Ikayurviat.
4. Mentor staff as they build the capacity of the center to track cases in the YK Delta and develop an expertise in the area of child forensic interviewing.
5. Write grants, monitor grant funds and manage the CAC annual budget.

6. Coordinate quarterly Core Team meetings. The Core Team is composed of the upper level management of the following partner agencies: Alaska State Troopers, Bethel Police Department, District Attorney's Office, Office of Children's Services, YK Behavioral Health & YK Medical Services.
7. Work with the Core Team to manage CAC process & procedure & protocols to ensure that the process is within the best interest of the child and non-offending family members.
8. Move the center through the accreditation process and reaccreditation process (when relevant).
9. Ensure that CAC staff:
  - a. Collaborate with medical providers, mental health clinicians, victim advocates, OCS, District Attorney's Office, law enforcement, ICWA social service providers, wellness counselors and other responders to ensure services for families and victims.
  - b. Hold effective monthly case review meetings.
  - c. Hold quarterly forensic interviewing peer reviews.
  - d. Contract with mental health clinicians to provide therapeutic services.
  - e. Help to arrange transportation to Bethel and within Bethel for victims/families.
  - f. Plan local trainings on child sexual abuse, the CAC and other child abuse issues & identify/attend regional, statewide or national trainings for self and other staff/collaborating agencies.
10. Participate in TWC staff meetings and supervision.
11. Hold weekly CAC staff meeting.
12. Willing to pass a background check and model sober and non-violent behavior on and off the job.
13. Complete other duties as assigned.

**To apply, please send a resume and cover letter to Acting CAC Program Director, Chelsea Gulling @ [chelsea\\_gulling@twcpeace.org](mailto:chelsea_gulling@twcpeace.org).**

*TWC is an EOE. Job Description revised 9/26/17*