

TUNDRA WOMEN'S COALITION  
Job Description  
RELIEF ADVOCATE JOB DESCRIPTION

Requirements: Yup'ik Speaker Preferred  
Basic understanding of family and sexual violence preferred  
Experience in a residential facility preferred  
Knowledge of substance abuse preferred  
Must be willing to receive training for on-call advocacy and work on-call status  
High School Degree/GED preferred  
Alaska Driver's License preferred  
Must become certified in First Aid/CPR  
Must pass background check

Hours: On-call hours only; shifts will usually be weekdays 4-12 p.m. and midnight-8 a.m. or on weekends. Hours may range from 0-40 per pay period depending on TWC needs and relief advocate availability.

Responsibilities:

1. Ensure that the shelter is secure and oversee safety needs of residents
2. Answer the TWC crisis line & manage access into/out of secure building
3. Do resident intakes and orient new residents to the shelter
4. Provide crisis intervention services as appropriate
5. Participate in supervision and staff meetings as required
6. To foster a positive community living environment, while on duty relief advocates will ensure that basic TWC shelter rules are observed and assign chores to residents
7. Arrange emergency transportation for prospective residents
8. Maintain accurate data and confidential resident files and maintain/disperse welcome packets to residents
9. Maintain cleanliness of shelter & report any facility problems to the maintenance contractor or supervisor
10. Provide peer counseling to residents and record interactions
11. Refer residents to proper community service organizations and assist in utilization of available resources
12. Provide community education/support groups for residents
13. Attend training as required
14. Perform other duties as assigned
15. Willingness to model sober and non-violent behavior on and off the job

*Revised 1/08*

**TWC is an equal opportunity employer. If interested please drop application and/or resume to TWC Building, 248 6<sup>th</sup> AVE in Bethel.**