



**Irniamta Ikayurviat/Tundra Women's Coalition**  
Job Description  
MDT Coordinator & Child Forensic Interview Specialist

**Job Responsibilities:**

This position is one of four full-time positions at TWC's Irniamta Ikayurviat/Children's Center children's advocacy center program. The person hired will learn techniques to interview children, in collaboration with other early responders, after a concern about child abuse is reported. This staff person will coordinate with other first responders such as law enforcement officers or child protection staff to set up and conduct interviews. This person will be responsible for maintaining files, managing case review meetings and tracking cases until they are "closed." This position reports to the CAC program director.

**Qualifications:**

- 1) Yup'ik speaker preferred.
- 2) Bachelors degree or four years of work experience in comparable field.
- 3) Demonstrates strong communication skills.
- 4) Computer and office skills required. Must possess knowledge and skills in Internet usage and Microsoft Office software.
- 5) Must have experience working with children.
- 6) Ability to write documents for distribution such as brochures, newsletters etc.
- 7) Ability to maintain client confidentiality.
- 8) Must pass a background check.
- 9) Must be dependable, self-motivated, and able to work with minimal supervision.
- 10) Ability to work with multiple agencies in coordinating, planning, and delivering events.
- 11) Experience interacting with the community and with agency representatives.
- 12) Must be willing to travel and to work on-call and overtime hours.
- 13) Holds or is willing to obtain a current driver's license issued by the State of Alaska.
- 14) Willing to model sober and non-violent behavior on/off the job.

**Hours:** 40 hours per week & on-call emergency response evenings/weekends.

**Compensation:** \$52,000 - \$61,000 annually, depending on experience

**Position Duties and Responsibilities**

1. Attend the 40-hour Alaska ChildFirst Interviewer training.
2. Work with multidisciplinary investigative teams who refer families to the program. Work with Family advocate to get the intake information, coordinate with the family and schedule the forensic interview.

3. Conduct forensic interviews at the CAC as needed. Provide information from the interviews to multi-disciplinary team members. Interviews may be conducted bilingually.
4. Develop expertise in the area of Forensic Interviewing and provide feedback for interviews done by law enforcement and OCS.
5. Travel to villages to meet with tribal leaders, elders, and local child protection teams about child abuse and Children's Center services.
6. Provide training to TWC staff and community on issues relating to child abuse.
7. Attend CAC staff meetings, TWC staff meetings & other meetings and trainings as required.
8. Maintain files, records, and statistics of services provided.
9. Coordinate with MDT members to determine which cases will be reviewed at monthly case meetings.
10. Coordinate and participate in quarterly Forensic Interview Peer Reviews.
11. Provide testimony at child sexual abuse trials when needed.
12. Maintain MDT meeting calendar & CAC on-call calendar.
13. Handle daily CAC administrative duties such as answering telephones, screening calls, and scheduling the use of CAC for case evaluations, generally maintaining files & records and is responsible for the main case tracking.
14. Keep regular contact with both the family advocate and the MDT members involved and provide case management support services.
15. Work closely with Family Advocate to track and manage cases.
16. Check court calendar daily and coordinate CAC advocacy services at the courthouse.
17. Work closely with MDT & ensure that client files are kept up to date.
18. Responsible for keeping all demographical, statistical material and other documentation that will assist in the development of CAC strategic plans and grant writing. Information regarding case will be entered into NCAtrak.
19. Collect TWC internal documentation of report of Harm
20. Manage cleaning of Interview room/Observation Room/Files
21. Other duties as assigned

To apply, please send a resume and cover letter to CAC Program Director, Carmen Pitka @ [carmen\\_pitka@twcpeace.org](mailto:carmen_pitka@twcpeace.org).

*TWC is an EOE. Job Description revised 6/15/17*