

TUNDRA WOMEN'S COALITION

Job Description

Telehealth Program Coordinator

Requirements: Yup'ik Speaker Preferred
Experience working in residential facility preferred
Knowledge of domestic violence, sexual assault, substance abuse preferred
GED or High School education required; College degree or previous work experience preferred
Willingness to fly on small planes required
Must obtain or have an Alaska driver's license
Must be willing to receive training for on-call advocacy and work on-call status and overtime in addition to regular hours
Must be willing to attend meetings, provide direct-service advocacy & do minimal public speaking
Must be able to pass background check
Must have excellent, ethical communication skills.
Understanding of, or willingness to learn strength-based, trauma-informed, and empowerment service models
Understanding of, or willingness to learn about institutional racism, cultural humility, equity, oppression, and historical trauma
At least one year of supervision experience

Hours: 40 hours per week, typically **Mondays-Fridays 9:00-5:00. On-call status and overtime required.**

Salary and Benefits: Full benefit package. Hourly rate, overtime eligible. \$55,000-\$60,000 annually depending on experience.

Responsibilities:

1. Responsible for managing the administrative, fiscal, and day to day operation of the work associated with an Office of Victims of Crime grant project, "Using Telehealth to Improve Care, Access and Quality of Sexual Assault Forensic Exams"
2. Directly supervise remote TWC SART Advocates in several villages.
3. Provide technical assistance to Emmonak Women's Shelter SART Advocate
4. Manage the annual grant including facilitating pass through funding to YKHC, EWS, and Agnew::Beck
5. Provide data to independent evaluator Agnew::Beck and
6. Attend monthly SART Multidisciplinary Team meetings and work cooperatively and closely with MDT members.
7. Maintain accurate data and confidential program participant files.
 - a) must update data every day at the end of the shift
 - b) Must complete quarterly reports to OVC.
8. Visit subregional clinics in order to provide training and technical assistance.
9. Coordinate and implement First Responders: SART Advocacy training for village response teams.
10. Refer residents to proper community service organizations and assist in utilization of available resources.
11. Participate in weekly staff and/or shelter meetings
12. Attend training as required.
13. Function as member of the Sexual Assault Response Team; must be on-call a minimum of 7 days every other month
 - a) This includes responding to family violence victims at the hospital and accompanying CAC-referred families if they need advocacy assistance
14. Perform other duties as required by supervisor(s).
15. Willingness to model sober and non-violent behavior on and off the job.

