



**Tundra Women's Coalition**  
Job Description  
**Irniamta Ikayurviat/Children's Center Family Advocate**  
Non-Exempt

**Requirements** Must have AA degree or two years experience in a related field  
Must have knowledge of Substance Abuse or be confident in ability to learn  
Must have knowledge of Criminal/Civil Processes & Alaska criminal justice system processes, or be confident in ability to learn  
Must obtain Alaska Driver's License in 90 days and be willing to drive participants  
Must be willing to travel and fly on small airplanes  
Must be able to maintain a professional, calm, client-centered approach and environment during crisis  
Must have experience giving presentations or be willing to learn  
Must be able to maintain client confidentiality  
Must pass background check  
Must be willing to travel

**Preferences** Yup'ik Speaker  
Experience in the Areas Child Abuse or Family Wellness  
Experience Working With Children

**Hours:** 40 hours per week; Monday through Friday, 9 a.m.-5 p.m. Some early mornings/evenings/weekends will be required. Above schedule is somewhat flexible.

**Job Responsibilities:**

1. Work with MDT Coordinator & Forensic Interview Specialist to schedule appointments with families and partner agencies (Alaska State Troopers, Bethel Police Department, Child Protection etc.) in response to concerns about child sexual or physical abuse.
2. Work with MDT Coordinator & Forensic Interview Specialist to obtain information from partner agencies to track reports and cases of child abuse in the YK delta region.
3. Act as a liaison between families or non-offending caregivers, frontline workers, and agencies.
4. Obtain information from family questionnaires, team members, and observations to assess the needs of the child and family. Help families identify support/resources/referrals that will be appropriate for them and assist families with accessing those.
5. Provide parents with appropriate resources and interventions to help children who may have been physically or sexually abused. Assist families who wish to apply for Violent Crimes Compensation.
6. Accompany children and their families to relevant medical appointments.
7. Establish and maintain open and professional communication with team members.
8. Facilitate weekly internal staff case reviews.

9. Facilitate quarterly meeting between mental health professionals in Bethel.
10. Meet with MDT Coordinator & Forensic Interview Specialist (and TWC Legal Advocacy program) daily to check the Bethel court calendar and discuss advocacy/coverage.
11. Communicate one time per week (Tuesday) or as needed with the DA's office about upcoming client court dates.
12. Accompany clients to court and attend Sexual Abuse of Minor (SAM 1, 2, 3 & 4) court proceedings if families are unable to attend.
13. Coordinate with the Tribal Victim Assistant to work with local tribes to ensure that tribes are involved in team decision making and case reviews when appropriate.
14. Travel to villages when necessary to work with families and community service providers.
15. Work with Tribal Victim's Advocate to promote village services for families by participating in village based presentations, workshops, and meetings with frontline workers and tribal councils to increase the awareness of how to respond and sexual abuse treatment basics.
14. Assist Program Manager with grant reports, research and grant writing
15. Work with MDT Coordinator & Forensic Interview Specialist to maintain client files and records, including using specialized electronic database.
16. Attend trainings and meetings as required.
17. Other duties as assigned.
- 18. Manage cleaning of family room/kitchen**
- 19. In person talking circles**
- 20. Telephonic support groups**

*TWC is an EOE*