



**Irniamta Ikayurviat/The Children's Center**  
Job Description  
Outreach Coordinator & Forensic Interviewer

The Outreach Coordinator is a full-time position under the umbrella of the Tundra Women's Coalition. The Center exists to provide forensic interviews to children and follow-up services to non-offending family members during investigations of child abuse in the Yukon Kuskokwim Delta area. This position reports to the Children's Advocacy Center Program Director.

**Job Type:** Full-time, 40 hours per week with on-call and overtime

**Hours:** 9 a.m. – 5 p.m. Monday- Friday. On-call hours required including holidays and weekends.

**Pay range:** \$45,760-\$54,080 DOE

**Benefits:** TWC offers health insurance (Premera), dental insurance (Lincoln), and eye insurance (Alaska VSP). Coverage is effective after one month of FT employment. TWC offers a retirement plan with a 3% employee match. TWC offers 12 holidays in a year, people's birthday off and five mental health days a year. Sick leave and vacation leave is accrued at four hours a week each and is increased after two years, five years, and seven years.

**Qualifications:**

- 1) Must have experience planning and facilitating presentations topics preferably of child sexual abuse education and prevention.
- 2) Must maintain a professional working relationship, team approach, and good communication with program staff and the Multi-disciplinary team members.
- 3) Ability to network with community partners in coordinating, planning, and delivering outreach events.
- 4) Experience interacting with community leaders and agency representatives.
- 5) AA degree or three years of work experience in a comparable field is preferred
- 7) Experience traveling to villages in the YK Delta is strongly preferred.
- 8) Must obtain an Alaska Driver's License.
- 9) Yup'ik speaker preferred or equivalent.
- 10) Must be willing to travel to villages.
- 11) The outreach coordinator will attend the 5 day Child First training.
- 12) Must be flexible, enjoy challenges and be willing to be cross trained and work in other capacities at the Center.
- 13) Must pass a background check and be willing to model sober and non-violent behavior.
- 14) Ability to write documents for distribution such as brochures, newsletters etc.

**Responsibilities:**

1. Manage all aspects of outreach conducted by the CAC and report to the program director.
2. Will coordinate with the MDT Coordinator a forensic interview schedule and conduct forensics interviews.
3. Develop a campaign for child abuse prevention work in the region.
4. Maintain communication with each village in the Y-K delta; the schools and other village leaders.
5. Keep a log of all communication with village leaders such as tribal administrators, ICWA workers, school personnel, etc.
6. Travel to villages to create a partnership with village first responders, school personnel, and non-offending caregivers to increase understanding and level of response to children and families in regards to child maltreatment.
7. Provide safety curriculum in schools during village travel such as “No Means No” or “Boundaries/consent” books.
8. Coordinate a April Child Abuse Awareness Campaign for Bethel and the surrounding areas.
9. Collaborate with TWC shelter staff to provide shelter parents and children with an education and support group discussing the issues surrounding child sexual abuse.
10. Work with family advocate to Develop handbooks to give to families who come through the CAC.
11. Attend training as required by the National Children’s Alliance.
12. Participate in weekly staff meetings assigned by the program director.
13. Work closely with the MDT Coordinator and Family Advocate to manage the NCAtrak database, court calendar, court appearances, and Case Review.
14. **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 employer