

TUNDRA WOMEN'S COALITION  
RELIEF SHELTER ADVOCATE JOB DESCRIPTION

**Requirements:**

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

**ON-CALL Hours:** Range from 0-40 hours per pay period depending on needs and shift availability.

**Pay rate: \$16-\$20 per hour DOE**

TWC Shelter is a 24 hour facility. Shifts that may become available are:

- 12AM-8AM
- 8AM-4PM
- 11AM-7PM
- 12PM-8PM
- 4PM-12AM

**Responsibilities:**

1. Ensure that the shelter is secure and oversee safety needs of residents
2. Screen calls on the Crisis Line & manage access into and out of secure building
3. Perform resident intakes and orient new residents to the shelter
4. Provide crisis intervention services as appropriate
5. Participate in supervision and staff meetings
6. Foster a positive community living environment by ensuring that shelter rules are observed
7. Arrange emergency transportation for prospective residents
8. Maintain accurate data and confidential resident files
9. Maintain cleanliness of shelter
10. Provide peer counseling to residents
11. Refer residents to proper community service organizations and assist in utilization of available resources
12. Attend training as required and perform other duties as assigned
13. Must model sober and non-violent behavior both on and off the job

**Please email your resume and/or completed application to [twc@twcpeace.org](mailto:twc@twcpeace.org)  
Application is available on our website: [tundrapeace.org](http://tundrapeace.org)**

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**TWC is an equal opportunity employer.**