



Irniamta Ikayurviat/Tundra Women's Coalition

Job Description

Children's Advocacy Center Case Manager

Mission and Purpose:

The Yukon-Kuskokwim Delta Regional Multidisciplinary Team (MDT) exists to provide support to child victim(s) and their families while minimizing additional trauma as agencies move forward in their respective missions: Support, Investigation, Protection, and Treatment. The safety of children is the primary goal of the MDT. The success of the MDT is founded on communication, collaboration, and cooperation in the investigation and prosecution of child maltreatment cases and use of the Children's Advocacy Center (CAC) by the members of the MDT.

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.
- 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 advocacy events.
- 11) Experience interacting with the community and with agency representatives.
- 12) Must be willing to travel and to work on-call 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.

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

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.

Pay range: \$52,000-61,360 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.

1. Attend the 40 hour Alaska Child First training.

2. Work with multi-disciplinary investigative teams who refer client appointments. Coordinate with the family to schedule the initial appointment.
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 the MDT process.
6. Provide training to Tundra Women's Coalition staff and community on issues relating to child maltreatment.
7. Attend staff meetings, Case Review meetings and required trainings as needed.
8. Maintain the case files, records, and NCAtrak database.
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. Handle daily CAC administrative duties such as answering telephones, screening calls, and scheduling the use of the center for case evaluations, maintaining files & records and is responsible for case tracking.
13. Keep regular contact with both the family advocate and the MDT members involved and provide case management support services.
14. Check court calendar daily and coordinate CAC advocacy services at the courthouse.
15. Work closely with the MDT Coordinator & ensure that client files are kept up to date.
16. 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 all cases will be entered into the NCAtrak database.
17. Other duties as assigned.
- 18. Manage cleaning of Interview room/Observation Room/File room.**

To apply, please send a resume and cover letter to CAC Program Director, Carmen Pitka @ carmen_pitka@twcpeace.org.

TWC is an EOE. Job Description revised 02/03/2021