

## TUNDRA WOMEN'S COALITION JOB DESCRIPTION

### Children's Advocate

#### Non-Exempt Position

Requirements: Yup'ik Speaker Preferred

Experience Working in Residential Facility Preferred

Experience in the areas of domestic violence, sexual assault & child abuse preferred

Knowledge of Substance Abuse helpful

Experience Working With Children Required

High School Education/GED required; Bachelor's degree preferred (Education or

Social Work helpful)

Driver's License required, must be willing to drive 15-passenger van & manual transmission vehicle & must obtain Alaska DL within 3 months of hire

Must be willing to travel on small airplanes

Must be willing to work limited on-call hours for shelter & as a member of the Sexual Assault Response Team

Must be able to pass background check

**Hours:** 9 a.m.-5 p.m. or 10 a.m. to 6 pm. depending on program needs. Additional evenings/weekends might be required. TWC is an EOE.

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

**Pay range:** \$31,200-\$49,920 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.

Responsibilities:

1. Help facilitate after-school program two days per week.
2. Orient children to the shelter and perform needs assessments.
3. Assist with large holiday Giving Tree program (holiday gift-giving) for former residents.
4. Teach personal safety and anti-bullying curriculums in classrooms at Kilbuck, ME and Yup'ik Immersion.
5. Occasionally travel to villages to present curricula in village classrooms.
6. Provide child care for TWC residents a **minimum** of 3 days per week for 2 hours per session and up to one evening per week during support group if needed.
7. Plan group activities and individual sessions for children residing in the shelter.
8. Participate in weekly shelter meetings, bimonthly staff meetings and individual supervision.
9. Maintain and update materials/records & submit statistical reports in the Children's Program office and shelter office.
10. Assist with the TAAV program.
11. Attend Sexual Assault Response Team training and function as an on-call SART advocate an average minimum of 4 days per month.
12. Provide support to all TWC programs on an as-needed basis.
13. Attend staff meetings and trainings as required.
14. Perform other duties as assigned.
15. Must model sober and non-violent behavior both on and off the job.

(Revised 2018)