**Requirements**:

* Yup’ik Speaker Preferred
* Experience working in residential facility preferred
* Knowledge of domestic violence, sexual assault, substance misuse preferred
* GED or High School education required; College degree preferred
* Willingness to fly on small planes required
* Must obtain or have an Alaska driver’s license
* Must be willing to receive training for on-call advocacy and work on-call status and overtime in addition to regular hours
* Must be willing to attend meetings, provide direct-service advocacy & do minimal public speaking
* Must be able to pass background check

**Hours**: 40 hours per week in a four tens structure—Friday, Saturday, and Sunday 2:00 pm to Midnight

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

**Pay range:** $49,920-$57,137 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 13 holidays in a year, people’s birthday off and five mental health days a year. PTO leave is accrued at 16 hours a month and is increased after two years, five years, and seven years.

**Responsibilities**:

1. In addition to advocate responsibilities, lead will manage statistical information, help with hiring and training new employees, and provide insight to TWC’s Management Team
2. Supervise relief shelter staff
3. Ensure that the shelter is secure and oversee safety needs of residents
4. Do resident intakes and orient new residents to the shelter
5. Screen crisis telephone calls and arrange emergency transportation when needed
6. Enforce TWC shelter guidelines
7. Engage in healthy communication styles with residents to help them participate successfully in the program
8. Maintain accurate data and confidential resident files
9. Maintain cleanliness and operation/upkeep of shelter
10. Provide peer counseling to residents and record interactions
11. Refer residents to proper community service organizations and assist in utilization of available resources
12. Participate in weekly staff and shelter meetings
13. Attend training as required
14. Provide formal and informal support groups for residents
15. Perform other duties as required by supervisor(s)
16. Willingness to model non-violent behavior on and off the job

**Please email your resume and/or completed application to twc@twcpeace.org**

**Application is available on our website: tundrapeace.org**

**TWC is an equal opportunity employer.**