**Irniamta Ikayurviat/Tundra Women’s Coalition**

Job Description

Child Forensic Interviewer

**Requirements:** Yuctun-speaking preferred

At least two years experience in the areas of domestic violence, and child sexual abuse preferred

Experience working with children required

Forensic interview experience preferred

High School Education or GED required; college or some college education preferred

Must be willing to work on-call and overtime hours

Driver’s license or willingness to obtain a driver’s license helpful

Must be able to pass a background screening

**Hours:** 40 hours per week. On-call emergency response evenings/weekends required.

**Job Responsibilities:**

**This position is one of four full-time positions at TWC’s Irniamta Ikayurviat/Children’s Center children’s advocacy center program. This team member will learn techniques to interview children, in collaboration with other early responders, after a concern about child abuse is reported. This staff person will coordinate with other first responders such as law enforcement officers or child protection staff to set up and conduct interviews.**

**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:** $56,160-$64,293 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.

1. Interview children who come through the Children’s Advocacy Center when there are allegations of or concerns about sexual or physical abuse (interviews will sometimes be conducted bilingually)

2. Work with multidisciplinary investigative teams who refer families to the program

3. Provide feedback for interviews done by law enforcement and OCS

4. Assist program manager with providing trainings on cultural sensitivity and interviewing issues to staff and team members

5. Travel to villages to meet with tribal leaders, elders, and local child protection teams

about child sexual and physical abuse and Children’s Center services and/or conduct field interviews for complex cases with multiple victims.

6 Attend CAC Team meetings and TWC staff meetings

7. Attend Child Forensic Interview training and other trainings as required and maintain certifications.

8. Participate and host peer review and other forms of interview review

9. Maintain files, records, and enter statistics of services provided into NCATrak

10. Willing to model sober and non-violent behavior on/off the job

11. Other duties as assigned

*TWC is an EOE. Job Description revised 3/24*