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10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

## TRIBAL FAMILY SERVICES VICTIM ADVOCACY AND RESPONSE COORDINATOR

*This position is responsible for the Native Village of Eyak's domestic violence and sexual assault and children's advocacy center programs.*

**Team:** Tribal Family Services  
**Reports to:** Deputy Director  
**Salary Status:** Non-Exempt from Overtime

**Salary:** \$20.00-\$25.00 per hour  
**Schedule:** Full-time, Regular  
**Last Revised:** February 2021

This position establishes methods and procedures for attaining specific goals and objectives and receives guidance in terms of broad goals. Only results of work are typically reviewed.

### **Responsibilities/Duties**

#### ***Domestic Violence***

*Provides services to **tribal member** victims of Domestic Violence.*

- Act as a liaison between victims and other agencies.
- Provides outreach and awareness activities and information to community including families, children and elders at least quarterly.
- Collaborates with Cordova Family Resource Center and other community agencies including participation in community meeting ssuch as Cordova Coalition etc.
- Responsible for development of relevant policy and procedures.
- Assess the needs of victims to determine the kind of assistance required.
- Accurately completes intake forms for emergency shelter, and referrals for additional support services as appropriate.
- Develop individual safety plan.
- Provide advocacy services as outlined below:
  - Assist victim in appropriate area of need, including communication, emergency shelter and transportation, referrals, and legal options.
  - Provide information and referral for victim compensation program.
  - Assists victims in filling out forms for compensation and referral for medical insurance claims.

#### ***Child Advocacy***

*Provides services to **all children** of Cordova.*

- Responsible for the development and coordination of Child Advocacy Center(CAC) and its services.
- Responsible for development and implementation of all relevant policy and procedures.
- Provide Advocacy services to include :
  - Assess the needs of victims to determine level assistance required.
  - Accurately complete all required documentation



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- Develop individual safety plan.
- Assist victim in appropriate area of need, including communication, emergency shelter and transportation, referrals, and legal options.

### ***Sexual Assault Response Team***

*Provides services to **community** members victims of Sexual Assault.*

- Responsible for coordination of all SART services and activities.
- Coordinating and planning monthly multi-agency meetings.
- Maintaining Policy and Procedures/Protocols.
- Continued implementation of MOA/MOU's as needed.
- Establish and maintain collaboration with all agencies working with Cordova SART/CAC and monitor the quality of care to all sexual assault/abuse victim's 16 years and above.
- Provides appropriate documentation per protocols.
- Coordinate ongoing training or additional training in the areas of sexual assault/abuse, child sexual assault, and severe child abuse.
- Recruit members for advocacy, law enforcement and medical care.
- Coordinate and post availability schedule for Cordova SART/CAC.
- Maintain the SART/CAC facilities or delegate as needed.
- Responsible for the invoicing of services to Department of Public Safety.
- Responsible for the compensation of funds to the FNE's for services provided for victim and/or suspect forensic exams.
- Provide or coordinate access to Cordova SART/CAC facility to members who are on the availability call out schedule or responding members of Cordova SART.
- Maintain a high level of confidentiality.
- Participate in community-wide activities such as health fairs and other NVE hosted events which may be outside regular hours.

### **Competencies (Knowledge, Skills and Abilities)**

- Knowledgeable of victim's rights and domestic violence laws and related legislation.
- Supports and facilitates positive interaction with clients, coworkers and public as evidenced by professional maturity, respect for others, a team-centered approach, maintenance of confidential information and an appreciation of a variety of viewpoints and diversity in the workplace.
- Must have aptitude for helping people, displaying understanding and empathy towards clients and others.
- Ability to use all standard office equipment including computers and have the ability to learn new software.
- Good organizational skills.
- Ability to maintain strict confidentiality and ability to complete projects required.
- Ability to act quickly in reaction to urgent situations.
- Skilled in handling stressful circumstances and act effectively in emergency or crisis.



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- Ability to interact calmly and effectively when confronted by emotionally charged individuals.
- Must be able to recognize a wide range of problems and utilize appropriate techniques to resolve an immediate and critical situation and/or provide the appropriate information or referral service to resolve the problem.
- Supports the mission, vision, and philosophy of NVE as evidenced by compliance with all organizational policies and procedures.
- Knowledge of the culture and traditions of the Chugach regions peoples.

**Experience Requirement**

Two years experience working with victims of violence and two years experience in coordination multi-disciplinary teams preferred.

**Education Requirement**

High school diploma or equivalent, training in crisis intervention, domestic violence and sexual assault preferred. Successful applicant must complete domestic violence and sexual assault training through the Alaska Network of Domestic Violence and Sexual Assault and the Alaska Council on Domestic Violence and Sexual Assault within one year of hire.

**Performance Standard**

- Regularly sit for long periods of time to enter data and otherwise complete work.
- Regularly bend, move, crouch and move quickly for sustained periods of time indoors and out in order to complete required activities.
- Typically manipulates data electronically to complete tasks.
- Regularly use mental, oral and written methods of creating complex material using high level cognitive functions, or otherwise create, develop and communicate plans and activities.

**Environmental Factors**

Work will be done primarily in an office setting, exposures to housekeeping fluids and other office machinery such as copiers. Slight risk of exposure to blood borne and infectious pathogens

**Disclaimer**

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time.

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Employee Signature

Date

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Supervisor Signature

Date

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Team Leader Signature

Date