



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

TRIBAL FAMILY SERVICES (TFS) FAMILY ADVOCATE

Team: Tribal Family Services

Reports to: Tribal Family Services Director

Salary Status: Non-Exempt from Overtime

Schedule: Full-time, Regular

Last Revised: January 2023

The TFS Family Advocate is responsible for the Native Village of Eyak's domestic violence, sexual assault, and children's advocacy center programs.

Duties/Responsibilities:

- Act as a liaison between victims and other agencies.
- Provides services to tribal member victims of Domestic Violence, all children of Cordova, and community member victims of sexual assault.
- Provides outreach and awareness activities and information to the community including families, children and elders at least quarterly.
- Collaborates with Cordova Family Resource Center and other community agencies including participation in community meetings such as Cordova Coalition etc.
- Responsible for development of relevant policy and procedures.
- Accurately completes intake forms for emergency shelter, and referrals for additional support services as appropriate.
- Develop individual safety plans.
- Responsible for coordination of MDT schedules for the Child Advocacy Center (CAC) and its services.
- Responsible for coordination and maintenance of all SART/CAC services and activities.
- Continued implementation of MOA/MOUs 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.
- 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.
- Responsible for the invoicing of services to the Department of Public Safety.
- Responsible for the compensation of funds to the FNE's for services provided for victims and/or suspect forensic exams.
- Participate in community-wide activities such as health fairs and other NVE hosted events which may be outside regular hours.
- Supports the mission, vision, and philosophy of NVE as evidenced by compliance with all organizational policies and procedures.



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Required Skills/Abilities:

- Knowledgeable of victim's rights and domestic violence laws and related legislation.
- Knowledge of the culture and traditions of the Chugach region's peoples.
- 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.
- Ability to maintain strict confidentiality and ability to complete projects required.
- Skilled in handling stressful circumstances and proactive in emergencies or crisis.

Education and Experience:

- High school diploma or equivalent.
- Two years' experience working with victims of violence and two years' experience in coordination multi-disciplinary teams 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.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Regularly bend, move, crouch and move quickly for sustained periods of time indoors and out in order to complete required activities.
- 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.
- Slight risk of exposure to blood borne and infectious pathogens.

Disclaimer

NVE has the right to assign or reassign duties and responsibilities to this job at any time.

Employee Signature

Date