



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

VICTIM ADVOCACY & RESPONSE COORDINATOR

Team: Tribal Family Services

Reports To: Tribal Family Services Manager

FLSA Status: Non-Exempt

Salary Grade: \$27.38 – 31.72 DOE

Schedule: Regular, Full Time

Last Revised: March 2024

POSITION SUMMARY

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

ESSENTIAL DUTIES

1. Domestic Violence -- Provides services to tribal member victims of Domestic Violence.

- a. Acts as a liaison between victims and other agencies.
- b. Provides outreach and awareness activities and information to the community including families, children, and elders at least quarterly.
- c. Collaborates with Cordova Family Resource Center and other community agencies including participation in community meetings such as Cordova Coalition etc.
- d. Responsible for the development of relevant policy and procedures.
- e. Assesses the needs of victims to determine the kind of assistance required.
- f. Accurately completes intake forms for emergency shelter, and referrals for additional support services as appropriate.
- g. Develops individual safety plans.
- h. Provides advocacy services as outlined below:
 - i. Assists victims in appropriate areas of need, including communication, emergency shelter and transportation, referrals, and legal options.
 - ii. Provides information and referral for victim compensation programs.
 - iii. Assists victims in filling out forms for compensation and referral for medical insurance claims.

2. Child Advocacy -- Provides services to all children of Cordova.

- a. Responsible for the development and coordination of Child Advocacy Center(CAC) and its services.
- b. Responsible for development and implementation of all relevant policies and procedures.
- c. Provides Advocacy services to include :
 - i. Assesses the needs of victims to determine the level of assistance required.
 - ii. Accurately completes all required documentation.
 - iii. Develops individual safety plans.
 - iv. Assists victims in appropriate areas of need, including communication, emergency shelter and transportation, referrals, and legal options.



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3. **Sexual Assault Response Team -- Provides services to community members victims of Sexual Assault.**
 - a. Responsible for coordination of all SART services and activities.
 - b. Coordinating and planning monthly multi-agency meetings.
 - c. Maintaining Policy and Procedures/Protocols.
 - d. Continued implementation of MOA/MOU's as needed.
 - e. Establishes and maintains collaboration with all agencies working with Cordova SART/CAC and monitors the quality of care to all sexual assault/abuse victim's 16 years and above.
 - f. Provides appropriate documentation per protocols.
 - g. Coordinates ongoing training or additional training in the areas of sexual assault/abuse, child sexual assault, and severe child abuse.
 - h. Recruits members for advocacy, law enforcement and medical care.
 - i. Coordinates and posts availability schedule for Cordova SART/CAC.
 - j. Maintains the SART/CAC facilities or delegate as needed.
 - k. Responsible for the invoicing of services to the Department of Public Safety.
 - l. Responsible for the compensation of funds to the FNE's for services provided for victims and/or suspect forensic exams.
 - m. Provides or coordinates access to Cordova SART/CAC facility to members who are on the availability call out schedule or responding members of Cordova SART.
 - n. Participates in community-wide activities such as health fairs and other NVE hosted events which may be outside regular hours.
4. Attends and/or facilitates all mandatory meetings and training.
5. Maintains confidentiality at all times.
6. Maintains awareness and sensitivity to Native American Culture.
7. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- This position has no supervisory responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

POSITION REQUIREMENTS

- Knowledgeable of victim's rights and domestic violence laws and related legislation.
- Knowledge of the culture and traditions of the Chugach regions people.
- 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.

Native Village of Eyak
110 Nicholoff Way
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- Must have aptitude for helping people, displaying understanding and empathy towards clients and others.
- Good organizational skills.
- Ability to act quickly in reaction to urgent situations.
- Skilled in handling stressful circumstances and acting effectively in emergencies or crises.
- 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.

COMPUTER SKILLS

- Familiar with all standard office equipment including computers and have the ability to learn new software.

EDUCATION AND EXPERIENCE

Education: High school diploma or equivalent.

Experience: Two years' experience working with victims of violence and two years' experience in coordination multi-disciplinary teams preferred; training in crisis intervention, domestic violence and sexual assault preferred.

A combination of education and experience may be considered as a substitute for a degree requirement.

Certificates & Licenses: Alaska State driver's license. 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

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees will be required to:

- 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.

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- 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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees may be exposed to the following conditions:

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

Other Requirements: Background check, drug policy

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Disclaimer

The Native Village of Eyak has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Native Village of Eyak reserves the right to change this job description and/or assign tasks for the employee to perform, as the Native Village of Eyak may deem appropriate. Your signature below signifies that you understand the duties, expectations, and contents of this job description.

Preference for NVE Tribal members is in effect for this position. The successful candidate will be required to follow the NVE Tribe's drug policies.

Employee Signature

Date

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Manager Signature

Date