

Sitka Tribe of Alaska
Job Description
CHILD ADVOCACY CENTER PROGRAM MANAGER

Exempt:	Yes	Grade:	10 (\$29.53-\$33.81)
Department:	Social Services	Hours:	8:00a.m. - 4:30p.m.
Reports to:	Social Services Director	Effective Date:	November 1, 2022

I. SUMMARY

The CAC Program Manager is responsible for the development and management of Sitka Tribe of Alaska's Child Advocacy Center (CAC). This position's responsibilities include developing and effectively administering program protocols, policies and procedures in collaboration with the Alaska Children's Alliance and Department of Justice's Training and Technical Assistance provider for technical support. The Program Manager will be serving as the lead facilitator for the community's multidisciplinary team functions and ensuring compliance with all operational and funding standards specific to Sitka's CAC project. This position also participates in the collaboration with Social Services partners, medical professionals, law enforcement agencies and other stakeholders throughout the State. This position will attempt to make this CAC relevant and beneficial to our community's population while working with our available financial and community resources.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Supervision and Authority

Supervise the staff at Sitka Tribe of Alaska's CAC.

B. CAC Program Manager Responsibilities

- Day to day administration of Sitka Tribe of Alaska's Child Advocacy center
 - Responsible for assessing allegations of child abuse or neglect and taking necessary steps to protect children.
 - Maintain open dialogue with all relevant parties involved in the case for investigative purposes
 - Maintain regular contact with victim, family, foster family and all relevant parties involved with the victim in the case.
 - Perform outreach for advocacy and prevention in the community.
 - Partner with community programs or agencies that may be enlisted to provide support to victims and their non-offending family members.
 - Provide expert testimony in State and Tribal Court proceedings as requested.
 - Maintain and hold confidential case records in accordance with Tribal, State and Federal policy and law.
 - Develop and maintain operational protocols, policies and procedures specific to the Sitka Tribe of Alaska's Child Advocacy center.

- Collaborate closely with the Alaska Children’s Alliance and the US Department of Justice Training and Technical Assistance provider for technical support in the development of our new CAC for appropriate services and accreditation.
- Maintain and hold confidential case records in accordance with Tribal, State and Federal policy and law.
- Complete monthly narrative reports for Tribal Council and quarterly dashboard and narrative reports to the U.S. Department of Justice.
- Fulfill all funding mandates and requirements.
- Perform forensic interviews as required.
- Maintain a highly flexible schedule, which can include after hours and weekend assignments.

C. Meetings, STA Reporting and Professional Conduct

- Attend weekly meetings with staff to keep informed with cases.
- Facilitate, coordinate, support, and foster continuing education resources and opportunities for staff.
- Ensure that traditional values and cultural practices are bound within the protocols and standards of the Center.
- Ensure Sitka Tribe of Alaska’s CAC and its employee’s functions within the structure and standards of the Tribal Child Advocacy Center framework as both a place and process to foster justice for child victims and their non-offending family members.
- Represent Sitka Tribe of Alaska and maintain positive relations with other tribal, state, federal and local governments, public agencies, Tribal Citizens, the public, and the media.
- Treat STA Council, staff, Tribal Citizens, and the public in a respectful manner.
- Perform other duties as assigned.

III. MINIMUM REQUIREMENTS

A. Education

- Bachelor’s degree in social work or human services field

B. Experience

- Five (5) years of experience working in the Human Services Field working in a child advocacy setting.
- Experience and interest in performing macro level social work with community agencies working toward a common goal.
- Experience performing child forensic interviews
- Experience in case management, court proceedings and child abuse investigations.
- Experience working with and as a member of a multidisciplinary team.
- Direct experience working with the Alaska Native community and culture.

C. Additional Requirements

- Current and valid Alaska Driver's License
- CPR and First Aid certification or ability to obtain within 30 days.

D. Knowledge, Skills and Abilities:

- Understanding of and the ability to research State statutes, rules, and Supreme Court decisions related to child maltreatment.
- Understanding best practice in child forensic interviewing, adult forensic interviewing, and family preservation programs, and the ability to perform best practice.
- Ability to work across multi-disciplines and with multiple agencies within the community
- Knowledge of substance abuse and treatment options, mental illness, FASD, and mental and physical disabilities.
- Understanding of the impact of domestic violence, child maltreatment, child neglect, and the impacts of trauma on children.
- Understanding of child development
- Strong oral, written, and organizational skills
- Must have attention to detail and strong ability to meet deadlines

IV. PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- Master's degree in social work or human services field

V. PREFERENCE

Tribal Citizen and Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

VI. ADDITIONAL

A. Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a supplemental employment application. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense,
- Who has been found guilty of two misdemeanors or one felony of a crime against a person, a child or involving violence,
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness,
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or a child,
- Who has been convicted of a crime involving dishonesty or theft or violation of a gaming law.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

B. Drug- and Alcohol-Free Workplace

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to reasonable suspicion and follow-up drug/and or alcohol testing.