

SITKA TRIBE OF ALASKA
Job Description

Part-Time Child Victim Advocate / Interviewer

Benefits: Yes	Hourly: Grade 8 (\$25.13/hour)
Status: Non-Exempt	Department: Social Services
Supervisor: Child Advocacy Center Coordinator	Date: February 2022

I. SUMMARY

The Part-Time Child Victim Advocate / Interviewer will assist the Child Advocacy Center Coordinator in working with children, families, and the multidisciplinary team served by Sitka Tribe of Alaska’s Child Advocacy Center (CAC). This is a grant-funded position with medical benefits, for which the successful applicant would be required to work a minimum of 18.75 hours a week. This position’s responsibilities include providing forensic interviewing of children, advocating on behalf of children, directing families to resources, and supporting families as their child’s case might move through a court system.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Part-Time Child Victim Advocate / Interviewer Responsibilities:

- Responsible for working as part of a children’s advocacy center multidisciplinary team by alternating between serving as a child forensic interviewer and child advocate (person will not serve in both roles for the same case).
- Maintain regular contact with victim, family, and all relevant parties involved with a child’s law enforcement and/or Office of Children’s Services case.
- 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.
- Assist in data tracking and completion of monthly and quarterly dashboard and narrative reports to the U.S. Department of Justice.
- Perform outreach on child abuse prevention in the community.
- Ability to be on-call, should an after-hour or weekend interview response need to occur.

B. Abilities, Knowledge, and Skills

- Understanding best practice in child forensic interviewing, treatment, and family preservation programs, with the ability to perform best practice
- Ability to work with multiple agencies within the community

- Proficient computer skills
- Knowledge of substance abuse, mental illness, FASD, mental and physical disabilities, and the treatment of same
- Understanding of the impact of domestic violence, child maltreatment, child neglect, and the impacts of trauma on children
- Understanding of child development
- Maintain and hold confidential case information in accordance with Tribal, State and Federal law and policy
- Strong oral, written, and organizational skills
- Attention to detail and ability to meet deadlines

III. MINIMUM QUALIFICATIONS

A. Education and Licenses

- Master's degree in social work or a bachelor's degree in social work or a human services field preferred but not required
- Current and valid Alaska Driver's License
- CPR and First Aid certification or ability to obtain within 30 days

B. Experience (Relevant but not Required)

- One (1) year 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. 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 separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense;
- Who has been found guilty of or pled guilty or no contest to, two misdemeanors or one felony crime involving any crimes of violence, crimes against persons, offenses committed against children, or offenses involving theft or dishonesty;
- Whose past conduct creates an immediate or long-term risk for any child or raises questions about an individual's trustworthiness; and
- 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 child.

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.

D. 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 may be subject to random drug testing, and drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

IV. TRIBAL PREFERENCE

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