

Sitka Tribe of Alaska
Job Description
Child Advocacy Center Counselor

Exempt: Yes	Grade: 10 (\$29.53-\$36.18)
Benefits: Yes	Hours: 8:00 – 4:30 p.m.
Reports to: CAC Program Manager	Effective Date: March 1, 2023
	Approved: Deputy General Manager

I. SUMMARY

This position serves as an active member of the Child Advocacy Center (CAC) and Social Services Department and applies mental health counseling knowledge, skills, and abilities to conduct mental health screenings and psychosocial assessments for children and their families of the CAC. This position will also direct and support CAC staff in their interviewing and supportive roles to children and their families in the most appropriate mental health practices and methods of interaction.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Program Responsibilities

- Live-view CAC interviews and participate in all case review meetings
- Develop and implement procedures as needed for the CAC to make referrals for children and families to mental health care providers
- Provide guidance to CAC Program Manager and the multi-disciplinary team (MDT) on matters of mental health concern
- Assist in identifying relevant evidence-based mental health screenings, and in identifying trainings in trauma-focused evidence-based therapies and interview methods or processes
- Develop a plan for how the CAC and its MDT members cope with secondary trauma and be willing to lead debriefing as needed
- Assist in the development of a cultural competency plan for the CAC and the MDT.
- Participate in regularly scheduled MDT meetings
- Provide education, crisis and interim counseling services to CAC clientele as needed.
- Assist in grant reporting and with victim and family advocacy as necessary.
- Lead and coordinate child abuse community prevention activities, including child abuse mandatory reporting trainings
- Become very familiar with the local, state, and national resources for mental health prevention and counseling services to refer clientele as appropriate.

B. Meetings, STA Reporting, and Professional Conduct

Attend meetings as necessary to represent the department, including but not limited to:

- STA all staff meetings
- Social Services department meetings
- Any special council meetings or committee meetings as needed for input.
- Staff events such as assisting with herring egg distributions, annual picnic, parades, and other all-staff events that arise throughout the year.

Always maintain a professional appearance in the community.

- Keep the CAC Manager and the Social Services Director informed concerning work progress with consistent check-ins and communication about work activities.
- Maintain positive relations with other tribal, state, federal, and local governments, public agencies, Tribal citizens, the public, and the media.
- Follow the expectations outlined in the STA Employee Handbook

III. MINIMUM QUALIFICATIONS:

A. Education and work experience

A master's degree and licensure in counseling or social work (Licensed Professional Counselor or Licensed Clinical Social Worker)

C. Knowledge, Skills, and Abilities

- Experience working with diverse populations and culture.
- Strong written and oral communication skills.
- Ability to handle multiple tasks and work under short timeframes.
- Ability to handle confidential information with tact and discretion.
- Knowledge of the history of Sitka and a solid understanding of the native community in Sitka, including clan structure or willingness to learn.
- Intermediate level of computer skills and at least one-year experience using Microsoft Word, Excel, and a formal email and electronic calendar program.
- Ability to work independently with brief verbal instruction.
- Must be able to work flexible hours to meet deadlines and client needs.
- Must possess a valid Alaska State Driver's License or can attain one within three months of hire.

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, sexual assault, molestation, exploitation, contact, or prostitution.
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness; or
- 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:

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 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. PREFERENCE

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