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

## **DOMESTIC VIOLENCE/SEXUAL ASSAULT RESPONSE COORDINATOR/CHILD ADVOCACY CENTER COORDINATOR**

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

This position receives little instruction on day-to-day work and receives general instructions on new assignments.

**Team:** Tribal Family Services  
**Reports to:** Social Services Director  
**Salary Status:** Non-Exempt from Overtime

**Salary:** \$20-\$25/hr  
**Schedule:** Full-time, Regular  
**Last Revised:** January 2020

### **Responsibilities/Duties**

#### ***Domestic Violence***

- Provides services to victims of domestic violence, dating violence, stalking.
- Provides appropriate documentation with ROI and other pertinent information.
- Assess the needs of victims to determine the kind of assistance required.
- Develop individual safety plan.
- Participate in community meetings.
- Research for community outreach and education materials with participation in quarterly outreach.
- Continuation of collaboration with CFRC on domestic violence activities and State programs.
- Assist victim in appropriate area of need, including communication, emergency shelter and transportation, referrals, and legal options.
- Provide information and referral for victim compensation program.
- Assists victims in filling out forms for compensation and referral for medical insurance claims.
- Act as a liaison between victims and other agencies.

#### ***Sexual Assault Response Team***

- Responsible for planning, coordinating and evaluating the Cordova SART/CAC programs.
- Maintain confidentiality for victim.
- Establishing and maintaining policies, procedures and protocols for the Cordova SART/CAC.
- Develop and implement MOA/MOU's as needed.



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- 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.
- Coordinating monthly meetings with agencies.
- Provides appropriate documentation per protocols.
- 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.
- Coordinate and post availability schedule for Cordova SART/CAC.
- Maintain the SART/CAC facilities or delegate as needed.
- Responsible for the invoicing of services to Department of Public Safety.
- Responsible for the compensation of funds to the FNE's for services provided for victim and/or suspect forensic exams.
- Provide or coordinate access to Cordova SART/CAC facility to members who are on the availability call out schedule or responding members of Cordova SART.
- Other duties as assigned.

**Competencies (Knowledge, Skills and Abilities)**

Knowledge of basic computer software such as Microsoft Office; Knowledgeable of victim's rights and domestic violence laws and related legislation; Skilled in handling stressful circumstances and act effectively in emergency or crisis situations; 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; Relevant licensure and experience necessary; Knowledge of the culture and traditions of the Chugach regions peoples; Skills in team building, decision making, verbal and listening skills, Skills in stress management and time management as well as conflict resolution. Ability to demonstrate sound work ethics, be consistent and fair, compassionate and understanding; Ability to be flexible, adaptable and ability to work effectively in a variety of settings; Ability to work effectively as a member of a team.

**Experience Requirement**

Successful applicant will have a minimum of two years experience working with victims of violence and two years experience in coordination multi-disciplinary teams.

**Education Requirement**

Highschool diploma or equivalent, training in crisis intervention, domestic violence and sexual assault preferred.

**Performance Standard**



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- 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.
- 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.

**Environmental Factors**

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

**Disclaimer**

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time.

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Employee Signature

Date

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Supervisor Signature

Date

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Team Leader Signature

*Date*