



Irniamta Ikayurviat/The Children's Center
Job Description
Outreach Coordinator

The Outreach Coordinator is one of five full-time positions at Irniamta Ikayurviat/Children's Center Child Advocacy Center (CAC) located at Tundra Women's Coalition. Irniamta Ikayurviat exists to provide forensic interviews to children and follow-up services to non-offending family members during investigations of child abuse cases in the Yukon Kuskokwim Delta area. In addition, Irniamta Ikayurviat exists to track cases of child abuse in the region and provide outreach and educational information on the topic of child abuse to members of the multidisciplinary team as well as the community at large. This position reports to the Children's Advocacy Center Program Manager.

Qualifications:

- 1) Yup'ik speaker preferred.
- 2) Experience traveling to villages in the YK Delta is strongly preferred.
- 3) AA degree or three years of work experience in a comparable field.
- 4) Must demonstrate strong communication skills.
- 5) Must have experience planning and facilitating presentations.
- 6) Ability to write documents for distribution such as brochures, newsletters etc.
- 7) Ability to work with community partners in coordinating, planning, and delivering events.
- 8) Experience interacting with community leaders and agency representatives.
- 9) Must be willing to travel to villages and attend trainings outside the region.
- 10) Must obtain an Alaska driver's license.
- 11) Experience as a supervisor preferred.
- 12) Must be flexible, enjoy challenges and be willing to be cross trained and work in other capacities at the Center.
- 13) Must pass a background check and be willing to model sober and non-violent behavior on/off the job.

Hours: 40 hours per week, 8 a.m. – 4 p.m. Monday- Friday. Some on-call hours required including holidays and weekends.

Salary and Benefits: Full benefit package. \$22-\$24.50 hourly rate, overtime eligible.

Responsibilities:

1. Manage all aspects of outreach conducted by the CAC.
2. Maintain inventory all outreach materials in office and manage selection and purchasing of materials.
3. Develop a long-term campaign for child abuse prevention work in the region.
4. Maintain communication with each village in the YK delta, working closely with ICWA workers, tribal administrators, the schools and other village leaders.
5. Keep log of communication with villages leaders.
6. Travel to villages and work to create partnerships with village service providers, elders and local child protection teams and provide the training and technical assistance necessary to increase understanding and level of response to children and families in regards to child sexual abuse. Provide prevention/education presentations to the larger communities.

7. Provide personal safety curriculum in schools during village travel.
8. Coordinate April's Child Abuse Awareness Campaign for Bethel and surrounding areas.
9. Create educational and outreach materials such as pamphlets, posters or online resources.
10. Collaborate with TWC shelter staff to provide shelter parents and children with an education and support group discussing the issues surrounding child sexual abuse.
11. Maintain and track outreach activity.
12. Work with family advocate to Develop a handbook to give to families who come through the CAC.
13. Attend the ChildFirst Training and be cross trained as a family advocate and Child Forensic Interviewer.
14. Take an "on call shift to help coordinate any interviews conducted on weekends/holidays and after business hours.
15. Coordinate services for families with Children's Center staff.
16. Attend training as required & participate in weekly staff meetings or other meetings assigned by the program manager.
17. Other duties as assigned.

To apply, please send a resume and cover letter to Acting CAC Program Director, Chelsea Gulling @ chelsea_gulling@twcpeace.org.

TWC is an EOE employer