



Healing Native Hearts Coalition

POSITION DESCRIPTION

Victim Advocate

Title: Victim Advocate
Post date: October 20, 2023
Close date: November 20, 2023, or until Filled
Location: Fairbanks, AK
Compensation: DOE, Non-Exempt
Type of Position: Full-time, Permanent
Reports to: Executive Director

PURPOSE SUMMARY:

The purpose of this position is to provide Victim Advocate services to Tribal victims of crime, including, but not limited to: domestic violence, dating violence, sexual assault and stalking, Elder abuse, financial abuse, emergency legal assistance, emergency housing, transportation, and access to counseling. The victim advocate will work in collaboration with other domestic violence/sexual assault services, other victim services programs in our community and surrounding areas by working with and in these agencies under protocols designed to ensure the confidentiality and safety of clients. The Advocate will also provide advocacy services to victims in accessing services available to them including the legal system, both tribal and state, bot criminal and civil. The advocate will be required to have or be able to develop sound organizational skills for coordination of agencies, adjunct programs.

DUTIES & RESPONSIBILITIES:

1. Provide on call crisis management services to victim of Crime by working in collaboration with other departments, HNHC programs as well as Partner Agencies.
2. Assist victims to access resources available to them including shelter, transportation, counseling, medical services, law enforcement, restraining orders, and the legal system.
3. Manage contact with victims of crime.
4. Coordinate with Tribal and partner programs to better meet the needs of victims of crimes.

5. Assist clients with preparation of forms, such as requests for protective orders and application for services.
6. As directed assist in locating housing for displaced individuals.
7. As directed assist in delivering emergency supplies and services such as food, transportation, and childcare for victims of crimes.
8. Develop working relationships agencies and organizations that provide services to victims of domestic violence, dating violence, sexual assault, and stalking.
9. Other duties as assigned

SUPERVISORY RESPONSIBILITIES

There are no supervisory functions or responsibilities.

DESIRABLE QUALIFICATIONS:

Be familiar with the geography and culture of the interior Athabaskan Villages in the Tanana Chiefs Region.

PHYSICAL DEMANDS

An individual will be required to work most hours in a general office environment and will need to be able to quickly respond to a change in work demands. Occasional light lifting (1-25 lbs.) is required. [*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*].

The Healing Native Hearts Coalition is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, national origin, disability, veteran status or other characteristics protected by law.

Healing Native Hearts Coalition grants an employment preference first to the Healing Native Hearts Coalition interior membership and their spouses or descendants, and second to Alaska Natives in accordance with P.L. 93-638.

**Interested applicants may apply by sending a cover letter,
resume, and list of three references to
executivedirector@hnhcoalition.org**

I acknowledge that I am aware and understand my job duties:
