Sitka Tribe of Alaska

Job Description

CHILD & FAMILY ADVOCATE

Exempt: No
Department: Social Services
Supervisor: CAC Program Manager
Prepared By: Human Resources Manager

Grade: 11 ($34.28-$38.31)
Hours: 8:00 am-4:30 pm
Effective Date: October 1, 2025
Approved By: Chief Operating Officer

I. SUMMARY

The Child & Family Advocate 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 position's responsibilities include advocating on behalf of children, directing families to resources, tracking services, and supporting families as their child's case moves through the court system. This position serves as an active participant in the social services department team. All Social Services employees are expected to teach, learn, promote, and model wellness practices.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Supervision and Authority

- This position reports to the Social Services Director and does not include supervisory responsibilities

B. General Responsibilities:

- Responsible for working as part of a children's advocacy center multidisciplinary team as a child advocate
- Complete required initial training and continuing education requirements per CAC accreditation requirements
- Assess needs and provide trauma-informed services to children and families.
- Maintain regular contact with the 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
- Assist in data tracking, reaching grant goals/deliverables, and completion of quarterly performance reports.

- Assist the Sexual Assault Response Team (SART) with the annual campaign on sexual assault prevention
- Serving as the Outcome Measurement System lead coordinator to support ongoing evaluation and quality improvement at the CAC
- Updating and using the TRAK case management system for documenting advocacy services
- Develop and utilize a network of CAC colleagues, mentors, peer supporters, and content experts from around the state and nation
- Perform outreach on child abuse prevention in the community, including collaborating with the program manager on mandatory reporting training
- Assist with planning and delivery of child abuse prevention month activities
- Ability to be available, should an after-hours or weekend interview response need to occur
- Monitor program supplies, restock, and complete finance requests for additional supplies when necessary
- Monitor on-call phone, coordinate scheduling of forensic interviews, and coordinate day-to-day operations in the absence of CAC program manager
- Assist social services team with coordination and delivery of cultural, family, wellness, and healing events

C. Meetings, STA Reporting, and Professional Conduct

- Attend STA all-staff meetings
- Participate in STA all-staff events, which may occur after hours or on weekends, including but not limited to the Annual Picnic, Annual Meeting, Annual Native American Heritage Month parade, the Children's Holiday Party, and other all-staff events that arise throughout the year. Assist with the coordination of the Children's Holiday Party
- Represent the Sitka Tribe of Alaska and maintain positive relations with other tribal, state, federal, and local governments, public agencies, Tribal Citizens, the public, and the media
- Treat STA Council, staff, Tribal Citizens, and the public in a respectful manner.
- Attend training relevant to the work of the position; out-of-state travel may be required
- Perform other duties as assigned

III. MINIMUM QUALIFICATIONS

A. Education and Licenses

- Bachelor’s degree in social work or a human services field preferred but not required

- Current and valid Alaska Driver's License or ability to obtain within 2 months of hire
- CPR and First Aid certification or the ability to obtain

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 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
- Experience working with youth under the age of 18

C. Abilities, Knowledge, and Skills

- Ability to work with multiple agencies within the community
- Proficient computer skills and ability to track advocacy work on an ongoing basis
- Knowledge of substance abuse, mental illness, FASD, mental and physical disabilities, and the treatment of these
- 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

IV. ADDITIONAL

A. 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.

B. Drug and Alcohol-Free Workplace

This position is required to comply with the Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to reasonable suspicion and follow-up drug/and or alcohol testing.

V.TRIBAL PREFERENCE

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