



KALTAG TRIBAL COUNCIL
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VICTIM ADVOCATE

JOB DESCRIPTION

LOCATION	Kaltag, Alaska
SALARY	DOE
SUPERVISOR	Tribal Administrator
JOB SUMMARY	Under the direction of the Kaltag Tribal Administrator, the Victim Advocate conducts planning, coordinating, monitoring, and facilitating activities of the Kaltag Traditional Healing Program. Assists in orienting and training circle leaders to work closely with victims of violent crime to serve tribal members within the community of Kaltag. Performs related work as required. This job demands strict confidentiality and respects the traditions and culture of the Kaltag people
RESPONSIBILITIES	
<ul style="list-style-type: none"> • Facilitate and conduct Circles to help victims of crime in Child Protection (ICWA), juvenile, adult diversion and criminal rule 11(i) cases. • Work closely with First Alaskans First to obtain on the job training. • Work closely with the grant administrator to ensure that local grant requirements are completed and met. • All grant deliverables and requirements are met on time and sent to the grant administrator. • Conduct community outreach for the Kaltag Traditional Healing Program. • All other duties as assigned per FY19 OVC grant narrative. 	
MINIMUM QUALIFICATIONS	
<ol style="list-style-type: none"> 1. Must be at least 18 years of age. 2. High School diploma or GED required. 3. Knowledge of general office procedures and ability to operate standard office equipment. 4. Familiar with Microsoft computer programs 	
PHYSICAL DEMANDS	
Must be able to lift, carry, push, and pull at least 50lbs.	
SUMMATION	
Job incumbents must be organized and timely. Good public relations skills are essential in working with the public. Must be flexible to adapt to evolving job duties and must be able to work independently with limited supervision.	