

# WRANGELL COOPERATIVE ASSOCIATION

P.O. Box 2021 • Wrangell, Alaska 99929

Telephone: (907) 874-4304

Fax: (907) 874-4305

Email: [wcatrbe@gmail.com](mailto:wcatrbe@gmail.com)

## POSITION DESCRIPTION

### Domestic Violence Prevention Specialist

#### INFORMATION

Department: WCA Domestic Violence Prevention Department      Type of Position: Non-Exempt

Location of Work: Wrangell, AK

Approved By: WCA Council

Salary Grade(s): 9 (\$24.76/hr)

Hours: 37.5 hrs/week

#### POSITION DESCRIPTION

The Wrangell Cooperative Association Domestic Violence Prevention (DVP) Department will serve to expand social services capacity for the Tribe, and the community at large. The DVP Department will expand the ability of WCA to serve individuals and families experiencing violence in Wrangell through advocacy services from the Tribe, rather than from out-of-community programs.

The Domestic Violence Prevention Specialist (DVPS) will dedicate 100% of their time to the project by providing support to and participating in the Coordinated Community Response/Domestic Violence Task Force, developing and presenting violence prevention training and education for students and staff in the Wrangell School District, providing community based training to allied professionals and working to increase referrals to existing programs providing supportive services to victims of violence.

#### REPORTING RELATIONSHIPS

Reports To: Wrangell Cooperative Association Tribal Administrator

#### JOB RESPONSIBILITIES:

- Expand or establish a Coordinated Community Response/domestic violence task force
- Collaborate with community partners and allied professionals
- Develop policies, procedures, and protocols for the WCA Domestic Violence Prevention Department in collaboration with guidance from the Alaska Native Women's Resource Center
- Complete a community needs assessment through data gathering and analysis
- Increase educational awareness about the negative health effects and social burden on domestic and sexual violence, child maltreatment, and sexual exploitation/human trafficking

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- Collaborate with the Wrangell School District to provide prevention training and education across all grade levels for students and staff through the provision of Alaska Safe Children's Act compliant presentations and the implementation of primary prevention programs
- Expand outreach about violence prevention and intervention services and host awareness events in the community
- Develop or expand in-person victim advocacy and support services
- Increase referrals to existing programs providing supportive services to victims of violence
- Integrate program(s)/intervention(s) that are evidence-based practice, or known as a promising practice, to facilitate the social and emotional well-being of victims, their families and community members, such as Boys on the Run and Girls on the Run (I Toowú Klatseen)
- Integrate community-based culturally appropriate practices to facilitate the social and emotional wellbeing of victims and their children
- Provide community-based training to allied professionals
- Develop a formal plan to ensure the sustainability of these objectives and activities beyond the life of the grant (5 years)
- Additional duties as assigned by the Tribal Administrator

## QUALIFICATIONS:

- High School Diploma or GED
- Valid Alaska Driver's License
- Computer knowledge regarding Windows, Internet Research, MS Word, MS Excel, MS PowerPoint
- Flexible self-starter that takes initiative
- Aptitude for detail and accurate record keeping to ensure compliance with the grant expectations
- Demonstrated ability to be a reliable worker (show up on time, consistent with the required work schedule)
- Associates degree preferred

## BENEFITS:

- Paid Time Off Accrual, 10 paid holidays, one week of paid subsistence leave; and one week paid leave (Christmas)
- SIMPLE IRA
- Healthcare Reimbursement

## CONDITIONS OF HIRE

- All employment at WCA is "at will". This means that the employee or WCA may terminate employment at any time and for any reason. Unless specified in writing, no term of employment is expressed or implied for this position.

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- WCA is a no tolerance workplace. All regular employees must pass an initial and random drug screening and potentially a random alcohol screening to be eligible for and maintain employment.
- WCA has several positions which require a criminal background check for the safety of our clients. All employment offers in the “covered” classification are conditional until WCA has received a Federal criminal background check verifying eligibility to work in these programs.
- Native preference in hiring applies as outlined in the WCA Hiring Policy and Procedures.

This Job Description describes the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature indicates that you have read this Job Description and understand the essential functions of and qualifications for the job.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tribal Administrator

\_\_\_\_\_  
Date