

ICAS



Iñupiat Community of the Arctic Slope

JOB VACANCY ANNOUNCEMENT

Job Title: Victims Services Advocate	Department: Community Services
Reports to: Social Services Manager	Location: Utqiagvik
Status: Regular, Full-time	Classification: Non-exempt, hourly
Pay Range: \$38.00-\$42.00, DOE	Supervises: N/A
Posting Date: 3/12/2026	Closing Date: Until Filled

THIS IS A GRANT FUNDED POSITION. THE POSITION IS CONTINGENT UPON RECEIPT OF GRANT FUNDS AND IS NOT GUARANTEED BEYOND THE LIFE OF THE GRANT.

Job Summary or Purpose:

A victim advocate provides direct support, information, and advocacy to victims of crime and trauma as they navigate the aftermath of an incident and the criminal justice system. Key responsibilities include crisis intervention, emotional support, case management, safety planning, and referrals to community resources such as counseling, legal aid, and shelter. Advocates also inform victims about their rights, court procedures, and the progress of investigations, and may escort them to court proceedings.

Duties and Responsibilities:

These are a list of general expectations and are not confined to be the only requirements of the position or to be interpreted as the only expectations of the position

1. Provide Crisis Intervention: Offer immediate support to victims of crime, abuse, or traumatic events.
2. Offer Emotional Support: Provide nonjudgmental, empathetic support to help victims cope with trauma and process their experiences.
3. Information and Education: Explain the criminal justice process, victim rights, and available resources, including options for legal and medical assistance.
4. Referrals and Resources: Connect victims and their families with community services such as counseling, health services, housing, and support groups.

5. Case Management: Assist victims with practical matters, such as obtaining temporary shelter, scheduling appointments, and developing safety plans.
6. Justice System Advocacy: Serve as a liaison between victims and the criminal justice system, escorting them to court, providing updates on investigations, and advocating for restitution. Assists individuals with the program applications process and provide program orientation
7. Coordinates with service providers, health care professionals, and the justice system for coordination of services.
8. Provides a full scope of case management services for program consumers to include but not limited to counseling and guidance; referrals for service; appointment scheduling; travel scheduling; and court assistance.
9. Confidentially maintains file and records.
10. Always maintains victims' confidentiality
11. Serve as a liaison and advocate.
12. Provides information and referrals.
13. Travel to villages to assist in victims' advocacy, outreach, coordination of services, and to provide community awareness of programs.
14. Attend training events to increase skills and keep updated on issues and technology, to include on-line courses.
15. Participate in community events with Victims Services Outreach campaign. May have an occasional Saturday to work.
16. Perform other duties as assigned.

Qualifications, Knowledge, and Skills

1. Strong computer skills using word-processing and spreadsheet software programs
2. Strong verbal and written skills
3. Good interpersonal skills
4. Demonstrated ability to maintain documentation
5. Demonstrated ability to follow requirements and regulations
6. Empathy and Compassion:
7. Crisis Management:
8. Awareness of and sensitivity to diverse populations to avoid re-victimization and provide inclusive services.
9. Speaker of Inupiat Language preferred
10. Knowledge of Inupiat Culture preferred
11. Native Heritage preferred

Education, Experience, Certifications, and Licenses Required

1. Associates degree in human services or related field or maintains matriculations/courses in supervisor approved and related degree program during course of employment
2. Bachelor's degree related field preferred
3. Additional years of experience in the field of victim advocacy
4. Valid Alaska Driver's License
5. Authorize the ICAS Vocation Rehabilitation Program to view an applicant's criminal background investigation conducted by the Alaska Department of Public Safety
6. Preferably has lived in an Arctic environment
7. Preferably has work experience in an Arctic environment
8. Preferably has work experience in a rural Alaska setting

The Iñupiat Community of the Arctic Slope is an Alcohol and Drug Free Workplace

This job posting reflects the Iñupiat Community of the Arctic Slope's best effort to describe 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 an opportunity for modifications consistent with providing reasonable accommodation.

Iñupiat Community of the Arctic Slope is an at-will employer.

How to Apply:

If you are interested in applying for this position, please contact the Human Resources Department at (907) 852-4227 ext 144 or by email at debbie.benson@icas-nns.gov. You can download an employment application from the ICAS website at [Human Resources - ICAS \(icas-nns.gov\)](https://www.icas-nns.gov/HumanResources).