

JOB VACANCY ANNOUNCEMENT

Opening Date:	September 29, 2017	Closing Date:	Until Filled
Position:	<u>Family Preservation Coordinator</u>	Reports to:	Family Preservation & Development (FP&D) Division Manager
Salary/Wage:	Grade F; \$24.96 - \$27.00	Department:	Social Services
Hours:	Monday-Friday; 8:00am-5:00pm	Location:	ASNA/SSMH

Brief Summary:

Under the guidance of the SS Family and Development Division Manager, provide prevention, recruitment, intervention, permanency planning, and mentoring service for Tribal families across the north slope through the Bureau of Indian Affairs (BIA) Welfare Assistance, Job Placement/Higher Education, Child Care Development Fund, and Title IVB Family Preservation and Child Welfare Programs; these services are provided in a collaborative effort with all agencies involved and in a manner that is safe, stable, culturally relevant and community based.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

Minimum Associates of Arts Degree or equivalent from an accredited two-year college or technical training program in Social Services or related field required;

Two-years of Social Service experience preferred; and

Inupiat speaking preferred.

Desired Knowledge, Skills and Abilities:

Excellent team work and customer service skills;

Ability to work independently;

Uphold patient/client confidentiality at all times;

Work ethically and professionally; treat people courteously and respectfully;

Accurately complete tasks in a timely manner. Identify and resolve problems in a timely manner;

Respond promptly to customers' needs;

Calmly manage difficult or emotional situations;

Knowledge of basic office procedures, including filing, organizing, procurement, and requisitioning;

Good written and oral communication skills;

Proven ability to work as a Team with SS Staff members in a supportive manner; and

Computer literacy required; knowledge of Microsoft Word and MS Office. Demonstrate proficient use of basic office equipment.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.