

Opening Date: September 26, 2019

Position: **Family Preservation & Development Program
Manager**

Closing Date: Until Filled

Reports to: Director of Social Services

Salary/Wage: Grade E16; \$82,708.28 - \$91,316.63/HR DOE

Department: Social Services

Hours: Monday – Friday; 8:30am – 5pm

Location: ASNA

Brief Summary:

Responsible for all administrative, grant management, and clinical functions of the Family Preservation and Development Division of the Social Services Department.

Education and Experience:

- Undergraduate degree, or equivalent, from an accredited college or university in Social Work, Social Services, Management, Public Administration or related fields preferred.
- Two to four years of related experience and training in: Social Services, Grant Administration, Program Management and Supervision.
- One year of experience working with/in Tribal Organizations, preferred.

Essential Job Functions:

- Plan, direct and coordinate Family Preservation and Development Division program
- Develop and maintain program objectives for the effective utilization of human and financial resources to accomplish the vision, strategy and goals established by the Board of Directors.
- In cooperation with the Director of Social Services, develop the Family Preservation Development Division annual budgets. Monitor expenditures to assure operations stay within established guidelines; and, work to improve operational efficiencies.
- In coordination and with the guidance of the Director of Social Services, will supervise professional and paraprofessional staff; select and train staff; assign and evaluate work; develop policy and procedures for staff and program operations. Counsel employees regarding work performance and professional development.
- Develop appropriate contacts and maintain harmonious relationships with governmental agencies industries, and organizations that further the mission and goals of ASNA.
- Enhance revenue sources by securing and tracking alternative funding including grants, foundation funding, and donations.
- Maintain all records requires by program/service funders, to collect data, monitor and evaluate program services, and to submit grant reports and board reports in a timely manner.
- Conceptualize, design, demonstrate, and document social service programs/care.
- Maintain current knowledge of state and federal regulations and statues regarding the practice of social services, wellness, and all aspects of client care; conduct personal practice in accordance with those requirements.
- Develop, implement, and evaluate client care guidelines that address cost-effective and appropriate treatment.
- Provide direct services and coordination of care to qualified individuals as needed, including after-hours emergency assistance.
- Participate in interdisciplinary groups to enhance patient care; Assist other agencies within the Region as needed to ensure that qualified individuals are provided needed serves.

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

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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.

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