

Opening Date:	June 17, 2020	Closing Date:	Until Filled
Position:	<u>Family Preservation Coordinator</u>	Reports to:	Social Services Director
Salary/Wage:	Grade 12; \$32.72 – \$36.12/HR DOE	Department:	Social Services
Hours:	Varies depending on schedules	Location:	ASNA

Brief Summary:

Under the guidance of the Family Preservation & Development Program Manager, provide prevention, recruitment, intervention, outreach services 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. Data entry and support 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 and Experience:

- High School Diploma or general education or (GED) required;
- Associate's Degree (AA) in Human Services or equivalent from a two-year college or technical school; preferred.
- Three-five years of related experience; or equivalent combination of education and experience.
- One year of Social Service work experience preferred; and
- Inupiat speaking preferred.

Essential Job Functions:

- Coordinate with the Social Service Director, Family Preservation & Development Program Manager, Indian Child Welfare Act (ICWA) Program Manager and Healthy Family Advocates to ensure that all allowable program activities are implemented in accordance with grant terms, rules and regulations;
- Accept, screen and review for completeness of all applications for services to ensure required back up information is gathered to accurately reflect due process of eligibility of determination;
- Network with representatives from Federal, State, Borough, local and Tribal entities to promote outreach active efforts in line with various program goals and objectives;
- Meet with Social Service Director and Family Preservation & Development Program Manager for case staffing and file review to ensure participant case files and documentations accurately reflect requests for funds and supportive services
- Provide community presentations throughout the North Slope to help support healthy communities;
- Provide services throughout the North Slope in helping with financial literacy, family events for the community, parenting classes, supervised visitation, and targeted individualized needs to help families be successful;
- Travel frequently to the North Slope Villages for outreach, special projects, trainings and workshop related capacity and team building efforts.
- Provide administrative support for the Social Services Department.
- Travel to surrounding villages to work with families and do home visits;

Desired Knowledge, Skills & Abilities:

- Excellent teamwork 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;
- Responds promptly to customer's needs;
- Calmly manage difficult or emotional situations;
- Knowledge of basic office procedures, including filing, organizing, procurement, and requisitioning;
- Good organizational, 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
applications@arcticslope.org

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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