

## JOB VACANCY ANNOUNCEMENT

Opening Date: January 17, 2020

Closing Date: Until Filled

Position: **Healthy Family Advocate**

Reports to: ICWA Program Manager

Salary/Wage: Grade 7; \$30.27 - \$33.42/HR DOE

Department: Social Services

Hours: Monday – Friday 8:00am-5:00pm; Varies based on schedule

Location: Anaktuvuk Pass or Barrow or Kaktovik

### Summary:

The Healthy Family Advocate provides prevention, early intervention, case management, aftercare and follow-up services for individuals and families impacted by a variety of behavioral health (addiction, substance abuse, mental health) issues. The Healthy Family Advocate is directed and supervised by ICWA Program Manager to provide access to and to deliver behavioral health services within a defined scope of practice to North Slope residents.

### Essential Job Functions:

Implement and maintain the programmatic elements of the Behavioral Health program in Barrow and the outlying villages, in conjunction with the ICWA Program Manager.

- Behavioral Health Aide Certification within two years of hire.
- Perform the day-to-day operations of the Behavioral Health program to include prevention, intervention, case management, aftercare, and follow-up services.
- Provide parenting support groups and parenting classes.
- Perform after-school and summer programming in surrounding villages.
- Conduct screening and evaluation of clients.
- Work one-on-one with clients to plan their treatment and to identify individual goals and objectives.
- Provide appropriate referrals for clients to outside agencies.
- Coordinate client services to include treatment plan implementation, consultation, and discharge planning.
- Provide individual, group, family and significant other counseling services.
- Provide prevention and community education services.
- Document appropriately in client case files and program files.
- Work cooperatively with the ICWA Program Manager to complete program reports and to maintain program documentation.
- Complete and maintain accurate data tracking for grant requirements.
- Meet the grant requirements and reporting requirements required by any grant funding.
- Travel to villages across the North Slope to provide support to families.
- Network with North Slope Borough, State, Federal, and other agencies to ensure agency coordination, non-duplication of services, and the best possible assistance for constituent families.
- Conduct research as directed.
- Perform other duties as assigned.

### 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:

- High School Diploma or GED, required.
- Associates Degree from an accredited college in social services or related field preferred. Experience may be substituted for some education.
- Inupiaq speaking preferred.

### Desired Knowledge, Skills and Abilities:

- Knowledge of basic office procedures, including filing, organizing, and requisitioning.
- Good written and verbal communication skills.
- Willingness to travel.

### Certification/Licensure:

- Behavioral Health Aide Certification within two years of hire.

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](mailto: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.*

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