JOB VACANCY ANNOUNCEMENT

Opening Date: March 3, 2021  
Closing Date: Until Filled  
Position: Family Advocate  
Reports to: Social Services Director  
Salary/Wage: Grade E16; $84,362.45 - $93,142.96/YR DOE  
Department: Social Services  
Hours: Monday – Friday; Varies based on schedule  
Location: ASNA/SSMH

Brief Summary:
The Family Advocate is responsible for delivering services supporting the Health and Safety for childcare provider and licensed childcare facilities across the North Slope. This position will also support Families across the North Slope who are working with our child welfare program. This position has the responsibility of developing and providing independent living skills. The objective is to provide social and emotional support to families and children in our child care program and our child welfare program.

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:
- High School Diploma or equivalent.
- Four years relevant work 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 Functions:
- Provides support to CCDF providers through developing training for Health and Safety.
- Develops and implements training for Health and Safety requirements for CCDF Providers.
- Provides support to providers to assist with obtaining Alaska State License to become a childcare provider.
- Assist Tribes across the North Slope in licensing and regulating a State of Alaska Licensed Childcare Center.
- Provides social and emotional support to children in ASNA approved childcare program.
- Develops social and emotional support programming to help support children across the North Slope.
- Develops and implements programming to support adolescent-age children who are currently in the State of Alaska Custody.
- Support adolescent children in developing skills, provide programming that supports independence, and support social and emotional skills development.
- Develops positive work relationship with Office of Children’s Services, State Court, and other Social Services agencies to ensure families and children’s professional services.
- Work closely with tribes, tribal members, and staff to assist in the coordination of services.
- Travels to villages across the North Slope to provide support to children and families.
- Travel outside of services area to support children and families.
- Complete home inspections of Childcare Providers and Licensed Childcare Centers.
- Cooperates with public health agencies in planning and implementing medical care and treatment of abused children when necessary.
- Is a "Mandated Reporter" of child abuse and neglect specified in Alaska Statues and P.O. 101-630.
- Assures confidentiality of client information.
- Adhere to professional ethics of Social Work in working with families, co-workers, community members, State, Federal agencies and others.

Certifications/Licensure:
- State of Alaska Driver’s License

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.

Arctic Slope Native Association, Ltd.: Exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law Is committed to maintaining a drug free, smoke free workplace