



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

TFS Resource Coordinator

Team: Social Services
Reports to: Tribal Family Services Director
FLSA Status: Non-Exempt

Salary Range: \$16.00-\$19.00 per hour
Schedule: Fulltime, Temporary
Last Revised: January 2019

This position supports child health and well-being through implementation of coordinated programs designed to further cultural identity, personal self-esteem, and hope for the future. This person provides support and services to at-risk families. This position assists community and tribal members socially and financially working through Tribal, State and Federal programs.

This position receives little instruction on day-to-day work and receives general instructions on new assignments.

Responsibilities/Duties

- Maintains all files for community involved with Office of Children's Services (OCS)
- Performs outreach to tribal families screened out of OCS
- Accompanies OCS worker on Initial Assessment meetings with families
- Assists with diligent family searches for all OCS referrals
- Coordinates child abuse prevention program
- Compile outreach materials to be distributed to active and inactive ICWA children and at-risk children
- Performs services listed in the State Child Welfare compact
- Liaisons with other villages and towns in area to facilitate cultural identity
- Works with Social Services team and Cultural team
- Works on State Funding Agreements as appropriate
- Other duties as assigned

Experience Requirement

Experience with Child Welfare preferred. Experience operating under tight confidentiality preferred.

Education Requirements

High school diploma or equivalent required. Bachelor's Degree in child behavioral psychology preferred.

Competencies (Knowledge, Skills and Abilities)

Must pass comprehensive background check. Knowledge or ability to learn Prince William Sound traditions. Ability to interact with families and youth in a supportive and firm manner. Must enjoy youth and native culture. Proficient in office machines and computers, including



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Microsoft Office programs. General knowledge of the principles and practices of victim advocate programs and processes. Must be able to function independently and have flexibility, personal integrity, and the ability to work effectively with a variety of people including abuse victims, elderly, children, staff, and support agencies. Must be able to relate to and work with people with different cultural backgrounds. Must have excellent planning and organizational skills. Must have the ability to make independent decisions when circumstances warrant such action. Strong oral and written communication skills required. Need ability to resist pressure from clients, their families, and the community. Must be able to maintain complete confidentiality.

Performance Standard

Regularly sit for long periods of time in order to complete work.
Typically move, bend and crouch during work hours to complete assigned tasks.
Regularly use vision including close, peripheral and ability to adjust focus.
Typically lifts, totes and carries up to 20 lbs. to coordinate work.
Regularly use mental, oral and written methods of creating complex material using high level cognitive functions, or otherwise create, develop and communicate plans and activities.

Environmental Factors

Majority of work will be completed in an indoor setting with office equipment such as copiers, computers and facsimile machines.
Will be out of doors in all types of weather including cold and wet weather.
May have contact with and operate outdoor motorized sport vehicles including watercraft.
May have exposure to potentially dangerous wildlife.
Slight risk of exposure to blood borne and infectious pathogens.

Disclaimer

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time. By signing below I acknowledge receipt of this job description and that my supervisor has discussed it with me.

Employee Signature

Date

Supervisor Signature

Date

Team Leader Signature

Date