

Opening Date: December 18, 2017

Position:

## **Family Preservation & Development Program Manager**

Closing Date: Until Filled

Reports to: Director of Social Services

Salary/Wage: Grade EE; \$87,846 - \$95,014

Hours: Monday–Friday; 8:30am – 5pm

Department: Social Services

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.

### **Desired Knowledge, Skills and Abilities:**

Ability to read, analyze, and interpret the most complex documents.

Ability to respond effectively to the most sensitive inquiries or complaints.

Ability to write speeches and articles.

Ability to make effective and persuasive speeches and presentations on controversial or complex topics.

Inupiat speaking preferred.

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables; ability to define problems, collect data, establish facts, and draw valid conclusions.

Proficient in the following computer applications: Microsoft Word (word processing software), Microsoft Excel (spreadsheet software), Access (database management), Internet Software, and E-mail.

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

PO Box 29 \* Barrow, AK 99723 \* 907.852.9204 \* FAX 907.852.6217

*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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