

JOB VACANCY ANNOUNCEMENT

Opening Date:	February 16, 2018	Closing Date:	Until Filled
Position:	<u>ICWA Program Manager</u>	Reports to:	Director of Social Services
Salary/Wage:	Grade DD; \$79,860 – 86,377, DOE	Department:	Social Services
Hours:	Monday – Friday; 8:30am – 5:00pm	Location:	ASNA

Brief Summary:

This position serves as the Tribal ICWA Manager with responsibility for delivering child welfare services to eligible Native families and individuals residing within the program service area. The objective of the Tribal ICWA Program is to prevent the breakup of Native families and to ensure that the permanent removal of Native child from the custody of his or her Indian parent or Indian custodian shall be a last resort.

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.

Desired Knowledge, Skills and Abilities:

Ability to read, analyze, and interpret the most complex documents and to make concise written presentation of finds

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

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

Inupiat speaking preferred.

Knowledge of interrelationships between state agencies and agencies of the Federal government in order to establish and maintain effective working relationships, including knowledge of the State Child Protection process.

Knowledge of the Indian Child Welfare Act Law (P.L. 95-608) and its provisions.

Ability to communicate both orally and in writing.

Ability to work directly with families by utilizing social work techniques of interviewing assessment of the problem, case-planning and monitoring client progress/problems.

Demonstrates knowledge of cultural and traditional tribal life styles of the community.

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.

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