

JOB VACANCY ANNOUNCEMENT

Opening Date:	April 2, 2018	Closing Date:	Until Filled
Position:	<u>Indian Child Welfare Act Advocate</u>	Reports to:	Social Services Director
Salary/Wage:	Grade 7; \$24.64 - \$27.20/HR DOE	Department:	Social Services
Hours:	Monday – Friday; Varies based on schedule	Location:	ASNA/SSMH

Brief Summary:

Coordinates activities of the Indian Child Welfare Program and maintains programs that fulfill the intent of the Indian Child Welfare Act. 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 general education degree (GED).

One-year certificate from college or technical school and six-months to one-year of related experience; or equivalent combination of education and experience.

Desired Knowledge, Skills and Abilities:

Good written and oral communications skills.

Knowledge of basic office procedures, including filing, organizing, and requisitioning.

Able to work independently.

Ability to exercise balanced judgment in evaluating situations and making decisions.

Ability to work independently.

Ensure patient/client confidentiality at all times.

Work ethically and professionally; treat people courteously and respectfully.

Accurately complete tasks in a timely manner. Identify and resolve problems in a timely manner.

Respond promptly to customers' needs.

Calmly manage difficult or emotional situations.

Knowledge of Microsoft Word, Microsoft Excel 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.

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