



**NATIVE VILLAGE OF KOTZEBUE
Job Description**

TITLE: TRIBAL FAMILY SPECIALIST
REPORTS TO: TRIBAL FAMILY SERVICES DIRECTOR
DEPARTMENT: TRIBAL FAMILY SERVICES
SALARY GRADE: DOE
CLASSIFICATION: NON-EXEMPT
OPENING DATE: April 16, 2018
CLOSING DATE: Open Until Filled

JOB SUMMARY:

This Tribal Family Specialist will be responsible for providing support to Director and Program— in case management, referrals, and educational services to Native Americans and administer the Assistance Program in an effective and responsible manner.

DUTIES AND RESPONSIBILITIES:

1. Must be able to pass a background check through the Alaska State Troopers.
2. Assures confidentiality of client information.
3. Makes initial and continuing eligibility determinations on all applications for General Assistance, Burial Assistance & Emergency Assistance.
4. Works with clients on Individual Self-Sufficiency Plan (ISP).
5. Develops and maintains a record of pertinent information through personal interviews, home visits, and collateral contacts, and to support authorization and/or denial of applications from persons who are applying for assistance.
6. Conducts regularly scheduled reviews of all (Assistance and ICWA) cases, updates information contained on client information, and reviews cases with supervisor on a regular basis.
7. Screens incoming calls, correspondence, and responds independently when possible.



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8. Provides clerical support to Director, including but not limited to filing, typing, copying, and reporting, for ICWA and GA programs.
9. Other duties as assigned.

QUALIFICATIONS:

1. High School Diploma/GED equivalent plus one (1) year's experience in the Human Services field. College coursework in Human Services field may be substituted for one-half of the required work experience.
2. Must maintain client confidentially.
3. Have an Alaska Driver's License or able to obtain a driver's license within 90 days of employment.
4. No prior convictions of child abuse, family violence, or other felony convictions.
5. Knowledge of inter-relationship between state and federal agencies in order to establish and maintain effective working relationships; including knowledge of the Public Assistance benefits and how their policies interface with the Bureau's programs.
6. Ability to communicate, both orally and written, including the ability to analyze information in a logical, sequential manner, and to make concise written presentations of findings.
7. Knowledge of Assistance, and the FDPIR policies and procedures.
8. Knowledge of the lifestyles and culture of the people of Kotzebue and the Northwest Arctic Borough.
9. Member of the Native Village of Kotzebue, but not required for employment.

Nicole Stoops, Executive Director

Date



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Sonja Schaeffer, Tribal Family Services Director

Date