

KAWERAK POSITION DESCRIPTION

DIVISION: Community Services Division
JOB TITLE: Community Liaison
POSITION STATUS: Regular Full-Time
EXEMPT STATUS: Non-exempt
PAY SCALE GRADE: 10-11-12
REPORTS TO: Wellness Director – Community Services

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

- 1) Assist with implementation of goals and objects of the Community of Hope Project (COHP).
- 2) Work with community and regional entities, COH partners, youth, elders and tribal leaders to ensure outcomes of the COH project are met.
- 3) Participate in St. Michael's Child Protection Team .
- 4) Regularly inform the tribal council about the status of local services and makes recommendations for improving service delivery, as requested by the Council
- 5) Organize community activities promoting healthy lifestyles and emotional wellbeing for the village and sense of community well-being; which will include cultural connections
- 6) Collaborate with Family Liaison on implementation of prevention strategies for the community
- 7) Provide coordination and logistical support for meetings, gatherings, and trainings.
- 8) Attend meetings conferences, trainings, court hearings, etc. which may require travel during weekends, evenings and holidays.
- 9) Public speaking during community or regional events
- 10) Community resource coordination and management.
- 11) Provide Technical Assistance and information to Youth Leaders/Sponsors monthly
- 12) Assist communities with starting up PC-CARES- coordinate TA between Smaller communities and partners.
- 13) Other duties as assigned by the Wellness Program Director.

QUALIFICATIONS:

- 1) High School Diploma or GED equivalent, plus six (6) months experience in the human services field.
- 2) Must possess computer, keyboarding and office skills required. Knowledge of Windows, Internet usage, Microsoft Excel and Word.
- 3) Must possess effective oral and written communication, organizing and record keeping skills.
- 4) Ability to work effectively with people from a variety of backgrounds.
- 5) Must maintain client confidentiality.
- 6) Must be willing and able to travel.
- 7) Must be willing to attend evening and weekend functions as required.
- 8) This position is a Covered Position subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, 25 USC 3201-3211 (ICPA). A background check clearance is required. ICPA requirements apply and must be complied with at all times in order to remain in the position..

Native Preference per Public Law 93-638.

Approve (2-23-17)