

KAWERAK POSITION DESCRIPTION

DIVISION: Children and Family Services
JOB TITLE: Family Liaison
POSITION STATUS: Regular Part-Time
EXEMPT STATUS: Non-Exempt
PAY SCALE GRADE: 9-10-11-12
REPORTS TO: Children & Family Services Program Director

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

- 1) Assist with implementation of goals and objects of the Community of Hope Project (COHP).
- 2) Work with community members, regional entities, COH partners, youth, elders and tribal leaders to ensure outcomes of the project are met.
- 3) Establish, implement, and facilitate the local Child Protection Team. Hold monthly meeting. Ensure members are eligible and trained.
- 4) Establish at least bi-monthly cultural/healthy activities for families and children to engage in (berry picking, cultural outings, youth mentoring, aunties & uncles, community games, elder mentoring, etc.)
- 5) Collaborate with Kawerak's Community Liaison and Tribal Family Coordinator (TFC) when working with families and children.
- 6) Recruit foster placements and help with initial paperwork. Assist TFC to find relative placements for children taken into the Office of Children Services (OCS) custody.
- 7) Create and assist in implementation of prevention programs for families and children to ensure they do not become involved with OCS.
- 8) Collaborate with Norton Sound Health Corporation's Early Childhood Coordinator and Public Health to identify at-risk 0-5 children and provide resources to them, including family planning for both parents and teenagers
- 9) Assist in securing job training, scholarships, vocational education, college, etc. for parents and teenagers if/when appropriate.
- 10) Will help access meaningful, culturally appropriate services for emotional wellbeing, as well as monitor medical care (for example: elder counseling, native wellness programs) for at risk children and their parents.
- 11) Will locate and coordinate respite for at risk children and their parents that is reliable.
- 12) Will confirm with OCS that immediate financial assistance is in place for foster and relative placements.
- 13) Will work with OCS via signed MOA to address screened out calls of families needing help
- 14) Will help organize, manage and maintain paperwork as needed for families to be successful in preventing the involvement of OCS.
- 15) Other duties as assigned by the Children & Family Services 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..

EEO

Approved (1-4-17)