

KAWERAK POSITION DESCRIPTION

DIVISION: Community Services Division
JOB TITLE: Tribal Family Coordinator
POSITION STATUS: Regular Full-time
EXEMPT STATUS: Non-exempt
PAY SCALE GRADE: 9-10-11-12
REPORTS TO: Tribal Family Specialist

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

- 1) Coordinate family and children's services and resources to establish and maintain a tribal referral system.
- 2) Provide timely information to tribal council and tribal members regarding available resources and services.
- 3) Refer families in need to appropriate service and resource programs and follow up to ensure that services have been delivered in an appropriate and timely manner.
- 4) Conduct home visits to program clients.
- 5) Regularly inform the tribal council about the status of local services and makes recommendations for improving service delivery.
- 6) Organize community activities promoting healthy families, children and sense of community well-being.
- 7) Assist with foster home recruitment & licensing.
- 8) Participate in case reviews.
- 9) Conduct relative searches for children who are in state or tribal custody.
- 10) Develop, organize and maintain confidential files, prepare and submit reports in a timely manner, participate in time study activities related to Federal Title IV-E and other funding resources as required.
- 11) Collaborate and coordinate training activities for village foster parents and others as needed.
- 12) Attend meetings conferences, trainings, court hearings, etc. which may require travel during weekends, evenings and holidays.
- 13) Provide case management services on child welfare case plans which include but are not limited to:
 - Child placement activities
 - Preparation for and participation in judicial reviews
 - Case plan development
 - Placement prevention services
 - Reunification and aftercare services
- 14) 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.
- 7) Must pass criminal history and background check. No prior convictions of child abuse or violence in any form.

Native Preference per Public Law 93-638.

Approved (6-14-17)