

## **KAWERAK POSITION DESCRIPTION**

DIVISION:	Children and Family Services
JOB TITLE:	Tribal Family Coordinator
POSITION STATUS:	Regular Full-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) 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 tribal 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.
- 6) Must be willing and able to travel.
- 7) 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.**

**Approved (6-11-13)**