

## KAWERAK POSITION DESCRIPTION

DIVISION: Community Services Division  
JOB TITLE: Tribal Family Specialist  
POSITION STATUS: Regular, Full Time  
EXEMPT STATUS: Non-exempt  
PAY SCALE GRADE: 12-13-14  
REPORTS TO: CFS Specialist

### BRIEF SUMMARY OF JOB RESPONSIBILITIES:

1. Ensure all ICWA provisions are met for the Tribe in which this position resides.
2. Provide administrative support and technical assistance for village Tribal Family Coordinators in implementing the Indian Child Welfare and Child Welfare Services programs.
3. As designated supervisor of the Northern Sub-Region Tribal Family Coordinators, approve leave, travel, conduct evaluations, time force, and provide hiring and firing recommendations to the CFS Program Director.
4. Advocate for Tribal Councils, families and member children in on-going and new voluntary and involuntary child custody proceedings. Consult with and update Councils and village-based Tribal Family Coordinators regarding ICWA cases on a regular basis. Complete and turn in weekly case update forms.
5. Consult with and update Councils and village-based Tribal Family Coordinators regarding ICWA cases on a regular basis. Ensure weekly case update forms are turned in and Tribal Family Coordinator is prepared for court appearances.
6. Provide technical support to the Tribal Councils, and Tribal Family Coordinators in State Court intervention and proceedings under the Indian Child Welfare Act.
7. Work with Kawerak Children & Family Services (CFS) to promote family preservation, and consult with CFS Program Director as needed to ensure that all ICWA provisions are met. Attend case conferences when necessary.
8. Provide training and support to the Tribal Family Coordinators in case management and record keeping systems. Review cases on a quarterly basis to ensure that services are being met.
9. Provide technical assistance to Tribal Family Coordinators in recruiting and licensing foster homes. Provide assistance as needed in Tribal Adoptions.
10. Monitor cases pending in Anchorage, and out of region/state child custody proceedings, and coordinate with Anchorage ICWA Specialist on Anchorage cases.
11. Ensure that narrative and statistical reports are submitted on a timely basis.
12. Provide case-management (as needed) on a limited basis to villages with high caseload.
13. Must maintain and protect client confidentiality.
14. Other duties as assigned by the Children & Family Services Director.

### QUALIFICATIONS:

1. HS Diploma plus 2 years of responsible work experience in comparable position or AA degree in Human Services Field. 1 year supervisory experience preferred.
2. Working experience in ICWA and Court Proceedings preferred.
3. Strong writing and oral communication skills must possess basic computer skills.
4. Must pass child protective services and criminal background check
5. Must be willing and able to travel.

Native Preference per Public Law 93-638.

(Approved 6-14-17)