



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Tribal Family Services Director

This position is responsible for managing all programs within the Tribal Family Services Department. This position strategically plans, implements and manages the social services programs and activities in alignment with NVE's values.

Team: Tribal Family Services
Reports to: Deputy Director
FLSA Status: Exempt

Salary Range: DOE
Schedule: Full Time, Regular
Last Revised: November 2021

This position establishes methods and procedures for attaining specific goals and objectives on large scale projects as well as supervises program coordinators and assists them with their program and budget planning.

Responsibilities/Duties

- Responsible for the planning, development, management and operation of entire Tribal Family Services Department that includes a vast and variety of services.
- Liaison with Tribal Family Court.
- Oversight of Sexual Assault Response Team and Children's Advocacy Center.
- Oversight of Elder Wellness Program.
- Oversight of Family Programs.
- Oversight of Resource Coordinator Programs including General Assistance, Burial Assistance and Scholarships.
- Oversight of ICWA Program.
- Oversight of Family Violence & Alcohol Prevention Program & Sobriety Celebration.
- Evaluates current programs and initiates modifications as needed.
- Assists with preparing and monitoring of budgets for the department with the Coordinators.
- Assist Coordinators with preparing, monitoring, submitting, and evaluating grant proposals.
- Develop program goals, objectives, and initiatives.
- Liaison with other local and Statewide agencies to coordinate care.
- Attend and conduct meetings as necessary.
- Represent the Native Village of Eyak at various events as requested.
- Is familiar with and provides backup for social services team members.
- Maintain confidentiality.
- Develop and implement MOA/MOU's as needed.
- Attend Tribal/State negotiations of the Alaska Child Welfare Compact.
- Other duties as assigned.



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Experience Requirement

- Minimum of three years of supervisory experience.
- Preferred experience in social service field.
- Preferred experience working with grant programs and writing grant applications.
- Must have experience with budget management.
- Must have a valid Alaska Driver's license and a clean driving record.

Education Requirement

Bachelor's degree in human services or related field preferred.

Competencies (Knowledge, Skills and Abilities)

Must pass comprehensive background check. Knowledge or ability to learn Prince William Sound traditions. Proficient in office machines and computers, including Microsoft Office programs. General knowledge of the principles and practices of victim advocate programs and processes. Must be able to function independently and have flexibility, personal integrity, and the ability to work effectively with a variety of people including abuse victims, elderly, children, staff and support agencies. Must be able to relate to and work with people with different cultural backgrounds. Must have excellent planning and organizational skills. Must have the ability to make independent decisions when circumstances warrant such action. Strong oral and written communication skills required. Need ability to resist pressure from clients, their families and the community. Must be able to maintain complete confidentiality. Must have a high level of attention to detail and the ability to manage multiple projects. Must have excellent computer skills.

Performance Standard

Regularly sit for long periods of time in order to complete work.
Typically move, bend and crouch during work hours to complete assigned tasks.
Regularly use vision including close, peripheral and ability to adjust focus.
Typically lifts, totes and carries up to 20 lbs. to coordinate work.
Regularly use mental, oral and written methods of creating complex material using high level cognitive functions, or otherwise create, develop and communicate plans and activities.

Environmental Factors

Majority of work will be completed in an indoor setting with office equipment such as copiers, computers and facsimile machines.

Disclaimer

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description and that my supervisor has discussed it with me.

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www.eyak-nsn.gov



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Employee Signature *Date*

Supervisor Signature *Date*

Team Leader Signature *Date*