



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

Human Services and Wellness Manager

Team: Social Services
Reports to: Executive Director
FLSA Status: Exempt

Salary Range: DOE
Schedule: Full Time, Regular
Last Revised: September 2016

This position is responsible for all aspects of the Social Services Department. This position, plans, directs, implements and oversees social services programs and activities.

This position establishes methods and procedures for attaining specific goals and objectives, and receives guidance in terms of broad goals. Only the final results of work are typically reviewed.

Responsibilities/Duties

- Plans, develops, and implements human service programs.
- Evaluates current program and initiates modifications as needed.
- Establish Social Services policies and procedures.
- Prepares and monitors budgets for the Social Services Department.
- Prepare, monitor, submit and evaluate grant proposals.
- Develop program goals, objectives and initiatives.
- Direct implementation of initiatives and analyze data to determine effectiveness.
- Liaison with other community agencies to coordinate care.
- Attend and conduct meetings as necessary.
- Oversee Social Services Department staff and assist as needed.
- Research and analyze community needs, design programs to meet needs.
- Work with clients to provide services and support.
- Works with staff on substance abuse workshops, projects and Sobriety Celebration.
- Collects data and other information to evaluate program impact.
- Preparing reports for management, and grantors.
- Represent the Native Village of Eyak at various events as requested.
- Assumes responsibility and tasks of NVE's domestic violence program.
- Is familiar with and provides backup for social services team members such as SART coordinator, ICWA worker, and Elder Care Coordinator.
- Prepares and facilitates ICHC needs assessment.
- Oversees physical wellness activities and community gym.
- Works with Elder care coordinator and ICHC staff to provide nutritional information and promote healthy lifestyles in those diagnosed with chronic diseases.
- Provides outreach and education information for wellness programs such as diabetes, cardiac health and other UDS measurable activities, baby box program, child abuse prevention and other NVE health and wellness programs and projects.
- Provides GA and Fee Agent services to clients.



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- Establishes networks and liaisons with local and Statewide agencies.
- Coordinates annual community health fair.
- Other duties as assigned.

Experience Requirement

Three years' experience in supervising staff and facilitating a small human service department or relevant field work. Must have experience with budget management. Grant writing experience preferred. Volunteer management experience preferred. Experience with public outreach and education preferred.

Education Requirements

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

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P (907) 424-7738 * F (907) 424-7739
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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.

Employee Signature *Date*

Supervisor Signature *Date*

Team Leader Signature *Date*