



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

Tribal Family Services Manager

Team: Social Services
Reports to: Health and Wellness Director
FLSA Status: Exempt

Salary Range: DOE
Schedule: Full Time, Regular
Last Revised: February 2020

*This position is responsible for managing all programs within the Social Services Department.
This position, plans, implements and manages the 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.
- Manage 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.
- Works with staff on substance abuse workshops, and projects.
- Prepare 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.
- Assists with GA and Fee Agent services.
- Establishes networks and liaisons with local and Statewide agencies.
- Responsible for planning, coordinating and evaluating the Cordova SART program.
- Maintain confidentiality for victims.
- Establish and maintain policies, procedures, and protocols for the Cordova SART.
- Develop and implement MOA/MOU's as needed.
- Establish and maintain collaboration with all agencies working with Cordova SART and monitor the quality of care to all sexual assault/abuse victim's 16 years and above.
- Ensure department attendance at monthly telephonic State of Alaska child welfare workgroup and attend annual in-person meeting as needed.



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

- Attend Tribal/State negotiations of the Alaska Child Welfare Compact.
- Coordinate training in the areas of sexual assault/abuse.
- Provide appropriate documentation per protocols.
- Oversee food bank programs.
- 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.

Native Village of Eyak
110 Nicholoff Way
P.O. Box 1388
Cordova, Alaska 99574-1388
P (907) 424-7738 * F (907) 424-7739
www.eyak-nsn.gov



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

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.

Employee Signature *Date*

Supervisor Signature *Date*

Team Leader Signature *Date*