



KALTAG TRIBAL COUNCIL
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TRIBAL FAMILY YOUTH SPECIALIST

JOB DESCRIPTION

LOCATION	Kaltag, Alaska
SALARY	DOE
SUPERVISOR	Tribal Administrator
JOB SUMMARY	Under the supervision of the Tribal Administrator, job incumbent coordinates the delivery of services in their village as indicated in the goals and objectives of the Child Care and Development Fund and the Indian Child Welfare Act Project.

RESPONSIBILITIES

1. Family Services:
 - a. Inform and educate village residents about program services.
 - b. Conduct village presentations and keep the village council informed about the status of services provided in the villages.
 - c. Conduct activities with clients, provider, and children on a weekly basis.
 - d. Act as advocate for village client
 - e. Network with other village members to accomplish objectives.
 - f. Recruit Village Emergency Replacement, Foster care and Fost-Adopt homes.
 - g. Help village families in need to access additional services.
 - h. Conduct home visits upon request of client.
 - i. Refer all applicants (clients) to appropriate local, state, and federal agencies for services.
 - j. Assist interested families and individuals in obtaining foster care license and foster care training.
 - k. Organize and assist in putting in Village Spirit Camp activities.
 - l. Coordinate Village Parenting Skills Training sessions.
 - m. Assist the tribal court and village council in all ICWA cases.
 - n. Keep accurate files.
 - o. Prepare and submit required reports necessary for contact compliance, to the village council, and the TCC Tribal Development.
2. TCC Tribal Development:
 - a. Submit all ICWA check requests, purchase request, travel authorizations, payroll change notice, and any requested Self-Governance report data.

b. Monitor ICWA expenditures and revise budgets necessary for village ICWA and other village grants.

c. Coordinate with Tribal Administrator for any necessary reallocation of funding among BIA TPA program.

Other duties as assigned.

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent.
- Two years' work or volunteer experience with families or related field preferred.
- Must be familiar with the village and be able to effectively communicate with the residents.
- Demonstrated abilities to communicate both orally and in writing. Candidate who are bilingual (conversant in both English and the Athabascan dialect of their village and/or are tribal members of the village) are preferred.
- Must pass background check pursuant to federal Indian Child Protection and Family Violence Prevention Act requirements.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Demonstrated abilities to communicate both orally and in writing. Candidate who are bilingual (conversant in both English and the Athabascan dialect of their village and/or are tribal members of the village) are preferred.
2. Basic computer skills.

PHYSICAL DEMANDS

May be stressful at times, due to the nature of the work required of incumbent, especially when dealing with ICWA cases.

SUMMATION

Job incumbent coordinates the delivery of services in their village as indicated in the goal and objectives of the Child Care and Development Fund and the Indian Child Welfare Act Project.

SUBMIT APPLICATIONS VIA THE [TANANA CHIEFS CONFERENCE WEBSITE](#)