



## PETERSBURG INDIAN ASSOCIATION

PO Box 1410

15 N. 12<sup>th</sup> Street

Petersburg, Alaska 99833

Phone: 907-772-3636

Fax: 907-772-3637

### **Social Services/JOM Director Job Description**

**Employer: Petersburg Indian Association**

**Supervisor: Tribal Administrator**

**Job Status: Permanent, Full-time**

**Job Wage: Starting at \$25 per hour**

This position serves as the Social Services and JOM Director which oversees ten smaller grants which provide social service work to tribal members; including education assistance, social services, general assistance, job training, natural resource management, and employment services.

### **DUTIES**

- Ensures confidentiality of client information.
- Makes initial and continuing eligibility determination on all applications for welfare assistance services.
- Provides case management services by referring individuals and families to local resources to assist the family with services other than financial assistance. For example, housing, unemployment, child support, marital counseling, substance abuse and alcohol treatment or prevention services, etc.
- Develops and maintains client case records of required and pertinent information through personal interviews, home visits and collateral contacts to support authorization and/or deny applications of persons who are ineligible.
- Develops professional relationships with other Federal agencies, State agencies, Tribal Temporary Assistance for Needy Families (TANF), and Red Cross in order to develop resources for clientele.
- Responsible for ensuring the tribe is in compliance with BIA regulations.
- Working under deadlines that require prioritizing efforts and flexible work hours.
- Maintaining professional behavior within and outside the office, including appropriate personal boundaries. Behaving as a part of a team, supporting co-workers and accepting supervisory direction.
- Develop cultural competence, as demonstrated by understanding the traditions of peoples different from your own, comprehending the impact of historical trauma and observing protocols of differing tribal groups.
- Attend Trainings and be certified to administer quarterly Positive Indian Parenting classes for the community.
- Work with other community organizations to plan and execute cultural and community events.
- Communicate with PIA Administration, and parents regarding the program.
- Maintain communication with parents and the school district to meet cultural and educational goals of students.
- Plan and implement monthly/weekly cultural activities.



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- Coordinate fundraisers.
- Be available to tutor students on an afterschool basis.
- Be able to work occasional weekends.
- Other duties as assigned.

### QUALIFICATIONS / REQUIREMENTS

- Ability to communicate both orally and in writing. Ability to analyze information in a logical, sequential manner and to make concise written presentations of findings.
- Ability to work directly with clients by utilizing social work techniques of interviewing, assessment of the problem, case-planning and monitoring client progress/problems.
- Bachelor's degree from an accredited institution with a major in social, behavioral or health science, law or related field. Substitution: Four years of any combination of postsecondary education in social, behavioral or health science, law or related field and/or technical experience (at any level) providing assistance, information or referrals to the public related to social services, health care or legal services may substitute for the bachelor's degree.
- Demonstrates knowledge of cultural and traditional tribal lifestyle of the community.
- MUST be alcohol/substance abuse free.
- Valid Alaska driver's license.
- Must undergo and clear a pre-employment drug screening, background check, and character investigation.
- Adheres to the Petersburg Indian Association Employee Confidentiality Agreement.
- Adheres to the Petersburg Indian Association Code of Conduct.
- Native preference.

### Benefits

- The Petersburg Indian Association offers a competitive benefits package, including paid time off, health reimbursement and retirement plan options.

### Application Process

- Interested candidates should submit an application to [Careers@piatribal.org](mailto:Careers@piatribal.org) or by submitting a paper application to our offices.