

JOB VACANCY ANNOUNCEMENT

Opening Date: May 4, 2017

Position:

Social Services Director

Closing Date: Until Filled

Reports to: Vice President of Administration

Salary/Wage: Grade GG; \$106,294 – \$114,967/YR DOE

Department: ASNA Administration

Hours: Monday-Friday; 8:30-5:00

Location: ASNA

Brief Summary:

Responsible for all administrative, grant management, and clinical functions of the Department of Social Services including Divisions of Family Preservation & Development and Child Welfare & Behavioral Health.

Qualifications:

Undergraduate degree, or equivalent, from an accredited college or university in Social Work, Social Services, Management, Public Administration or related fields required.

Masters degree from an accredited college or university in Social Work, Social Services, Management, Public Administration or related fields preferred.

Two to four years of related experience and training in: Social Services, Grant Administration, Program Management and Supervision.

One year of experience working with/in Tribal Organizations, preferred.

Certifications and Licensure

None

Desired Knowledge, Skills and Abilities:

Ability to read, analyze, and interpret the most complex documents.

Ability to respond effectively to the most sensitive inquiries or complaints.

Ability to write speeches and articles.

Ability to make effective and persuasive speeches and presentations on controversial or complex topics.

Inupiat speaking preferred.

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables; ability to define problems, collect data, establish facts, and draw valid conclusions.

Proficient in the following computer applications: Microsoft Word (word processing software), Microsoft Excel (spreadsheet software), Access (database management), Internet Software, and E-mail.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

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