

**NATIVE VILLAGE OF BARROW  
JOB VACANCY ANNOUNCEMENT**

OPEN DATE: 12-27-2010	CLOSING DATE: 1-7-2011	JOB LOCATION: BARROW
JOB TITLE: CASA PROGRAM COORDINATOR		JOB START DATE:
ORGANIZATION NAME: Native Village of Barrow		WAGE/SALARY RANGE: DOE
REGULAR:	TEMPORARY: PART-TIME	10 HOURS A WEEK
PURPOSE:	<p>The CASA Coordinator is responsible for the efficient and effective day to day management and operation of the Court Appointed Special Advocate program, including providing recruitment, training, and supervision of volunteer CASA's. The CASA Coordinator is accountable to ensure that children's open files meet standards as specified in grants and contracts, applicable professional statutes and regulations, Native Village of Barrow policies and procedures, and professional ethics. The CASA Coordinator is responsible for maintaining on-going relationships with the Tribal Court and with other agencies within our service delivery system.</p>	
<p><b>ESSENTIAL FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>• Recruitment of potential volunteer CASA's</li> <li>• Complete screening for volunteers</li> <li>• Training CASA volunteers using CASA training modules</li> <li>• Match children referred for CASA's with volunteers</li> <li>• Provide regular supervision to CASA volunteers</li> <li>• Provide CASA reports to the Tribal Court</li> <li>• Maintain files on each child served</li> <li>• Tracking of volunteer hours and maintenance of volunteer files</li> <li>• Develop and maintain operational procedures</li> <li>• Maintain program data and client demographic data</li> <li>• Work with other agencies to ensure effective advocacy on behalf of children served</li> <li>• Maintain confidentiality in accordance with Native Village of Barrow policies and procedures</li> <li>• Complete grant objectives and monitor grant progress</li> <li>• Prepare and submit regular program and grant reports</li> <li>• Prepare and submit renewal grants and other funding requests</li> <li>• Attend staff meetings as required</li> <li>• Position requires local travel and occasional overnight/out-of-state travel</li> <li>• Maintain communication with funding sources/grant officers</li> <li>• Maintain effective communication with volunteers, tribal court personnel, GAL's, service providers, Native Village of Barrow administrative team, supervisor, and finance department</li> <li>• Learn the culture and history the Dena'ina people, and demonstrate cross-cultural competence.</li> <li>• Other duties deemed necessary to fulfill grant and program requirements</li> </ul>		
CERTIFICATION(S)/LICENSE(S) REQUIRED:	DRIVER'S LICENSE	

QUALIFICATIONS:

(Consideration may be given for equivalent knowledge, skills, abilities, education, and experience)

- Associates Degree in one of the following fields: Social Work, Psychology, or a degree in Law; or equivalent work experience required.
- Minimum of one year program management and supervisory experience.
- Knowledge of child development, children's physical and emotional needs, and child protection.
- Knowledge of family systems, mental illness, FASD, domestic violence, child abuse, and mental and physical disabilities affecting customers.
- Experience in case management.
- Familiarity with ICWA.
- Good oral and written communication skills.
- Working knowledge of Microsoft Outlook, Word and Excel.
- Previous experience working with Alaska Native or American Indians.
- Ability to lift program materials weighing up to 30 pounds.
- Alaska driver's license, must pass the required criminal background check, and consent to a child protection services check.

IMMEDIATE SUPERVISOR:	DORA AREY	TRIBAL COURT ADMINISTRATOR	
	<i>NAME</i>	<i>TITLE</i>	<i>PHONE</i> 907-852-4411
REFER APPLICATIONS TO:	REBECCA BROWER	HR DIRECTOR/ADMIN. ASST	
907-852-4411	6090 BOXER STREET	BARROW, AK.	99723
PHONE NUMBER	ADDRESS	CITY, STATE	ZIP

PLEASE SUBMIT APPLICATIONS TO [HR@NVB-NSN.GOV](mailto:HR@NVB-NSN.GOV) OR IN PERSON AT THE NVB PERSONNEL OFFICE OR BY FAX AT 852-8844