

Native Village of Barrow Job Vacancy Announcement

Open Date: 8-4-2010	Closing Date: 8-17-2010	Job Location: Barrow	
Job Title: Welfare Assistant Specialist		Job Start Date: ASAP	
Organization Name: Native Village of Barrow		Wage/Salary Range: DOE	
Regular:	Temporary: x	Approximate Duration of Job:	
Rotation Schedule:			
General Duties:	<p>The Welfare Assistant Specialist is responsible for providing administrative support for the Welfare Assistance Programs along with the following programs and services: Compact Funded Programs. The following are required for providing the listed services:</p> <ol style="list-style-type: none"> 1. Determine the eligibility criteria of clients and for all programs listed below: <ul style="list-style-type: none"> Tribal Membership Income Eligibility Residency Status Completion of Applications 2. Determine the employability of all clients pertaining to the services received. 3. Find appropriate training programs for clients. 4. Monitor and evaluate effectiveness of the programs 5. Screen applicants for all programs listed below. 6. This program is to assist families in need of food. Accept applications, Keep inventory and maintain food supply Prepare and distribute food boxes to clients, maintain cleanliness of Food Bank location, Do monthly reports, maintain confidentiality. 		
Duties:	<ol style="list-style-type: none"> 1. Determine the type of need analysis for each client. 2. Provide and coordinate provisions for program; providing client counseling, guidance and information on employability and education; and to provide assistance on preparation for employment and educational endeavors. 3. Maintain compliance in all clients files. 4. Monitoring and evaluating effectiveness of the programs. 5. Collect data from all programs and maintain a tracking system for all programs provided <ol style="list-style-type: none"> 1. Clients – maintain and ensure that all requirements are met. 6. Perform other duties as assigned. 		
		Driver's License	
Knowledge, Skills, And Abilities:			
<ol style="list-style-type: none"> 1. Graduate from a two-year accredited college or university and a minimum of one year of responsible experience in either or education program; or 2. Substituting on a month basis, progressing work experience related to the position for the minimum education; or 3. Substituting on a month for month basis, graduate level course work in discipline related to the work of the minimum experience. 			
Qualifications:			
<ol style="list-style-type: none"> 1. Ability to express ideas effectively both orally and in writing. 2. Knowledge of federal contract requirements and standard accounting practices 3. Knowledge of and experience in employment and/or education programs geared to youth, young adults and adults alike. 4. Knowledge of BIA and other matters related to the BIA education and employment programs in Alaska 5. High school diploma or equivalent (GED). 			
Immediate Supervisor:	Marie Ahsoak	Social Services Director	852-4411, ext. 8908
	Name	Title	Phone
JVA Submitted By:	Rebecca Brower	HR Director/Admin. Asst	852-4411, ext. 213
	Name	Title	Phone
Refer Candidates To:	Rebecca Brower	HR Director/Administrative Assistant	852-4411, ext. 213
	Name	Title	Phone Number
852-8844	PO Box 1130	Barrow, AK	99723
Fax Number	Address	City, State	Zip