KNIK TRIBE
JOB DESCRIPTION

Job Title: Family Contact Facilitator
Department: Education and Social Services Department
Reports To: Education and Social Services Director
FLSA Status: Non-Exempt
Job Type: Regular, Full-Time

General Functions

Provides support to a variety of social services programs. The incumbent may provide crisis intervention, guidance. Calling back clients, providers and tribes. Will assist with icebreakers between bio-parents/foster parents when appropriate. Provide sight and sound supervision of children in state custody who are having family contact with their parents and siblings. Provide sight and sound supervision of child clients when children are waiting unattended for family contact or while waiting for a foster home to be found. Will provide care giving duties when appropriate while supervising children such as (diaper change, feeding, changing of clothing). During family contact redirect interactions between parents and children as deemed appropriate and terminates family contact if deemed appropriate. Provide parents and children with appropriate structure and redirection through coaching.

Duties and Responsibilities:
• Develop safety rules/procedures, culturally and educational activities.
• Supervise adult and youth visitation
• Organize a contacted schedule and case files.
• Attends required trainings, conferences and symposiums.
• Develop relationships with potential community partners
• Maintain/continue professionalism while working with co-workers, clients, foster parents and community partners.
• Provide complete written assessments to the quality of the family contact, outlining both appropriate and inappropriate interactions as well as other particular areas of interests as.
• May be required to provide testimony in court as needed.
• Coordinate and supervise youth during youth transports.
• Maintain confidentiality according to regulations, policies, and procedures.
• Perform all related duties as assigned.
• Orders supplies, clean family contact rooms.
• Excellent verbal communication skills

Job Specifications:
• Ability to work both independently and as a contributory team member in a positive, productive manner.
• Ability to use sound judgment when interacting with staff and participants of various ages and backgrounds in a non-judgmental manner.
• Demonstrated ability to develop and maintain an effective working relationship with supervisors, co-workers, staff, youth participants, parents and general public.
• Demonstrated ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
• Demonstrated ability to interpret and analyze instructions furnished in written, oral, diagram, or schedule form.
• Perform under pressure with the ability to effectively handle numerous priority events at same time.
• Work effectively with Alaska Native and American Indians, with an understanding of social and cultural needs of the native community.
• Demonstrated understanding of Indian Child Welfare Act.

Minimum Qualifications:
• High School Diploma or GED.
• Minimum two years’ experience in working with Alaska Native/American Indians
• Valid Driver’s License and insurable under Knik Tribe’s automotive insurance, which requires driver to be at least 21 years of age.
• Employment will be contingent upon receipt of a satisfactory report from central records on child maltreatment, state and federal background check.
• Current First Aid and CPR.

Additional Information:
Hiring preference shall be given to eligible and qualified Alaska Native/American Indian applicants pursuant to P.L. 93-638 Indian Self Determination Act.

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Employee Print Name

______________________________ _____________________
Employee Signature  Date

Disclaimer
The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.