



Sun'aq Tribe of Kodiak
312 W. Marine Way
Kodiak, AK 99615
(907) 531-5009

Position Description for:

Social Services Program Specialist I

Department: Social Services
Salary Level: \$26-\$30 DOE
Effective Date: February 1, 2024

Hours: 8:00am-4:30pm
Supervision by: Social Services Director
Employment: Full-time

SUMMARY: The Social Services Program Specialist will play a vital role in supporting the implementation and coordination of social service programs within the organization. This position involves collaborating with the Director of Social Services/Tribal Court Administrator to ensure the effective execution of program goals and initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Program Support:** Assist in the development and implementation of Social Services programs in alignment with organizational objectives.
- **Case Management:** Conduct client assessments, formulate case plans, and provide ongoing case management services to individuals and families.
- **Community Engagement:** Establish and maintain positive relationships with community stakeholders, agencies, and partners to enhance program effectiveness and meet client needs.
- **Documentation and Reporting:** Maintain accurate and up-to-date records, prepare program-related reports, and ensure compliance with documentation requirements.
- **Client Advocacy:** Advocate for clients within the organization and in external settings, including participating in court proceedings when necessary.
- **Resource Coordination:** Identify and coordinate access to resources, services, and support systems for clients in need.
- **Training and Education:** Participate in relevant training sessions and workshops to enhance knowledge of social service practices and maintain compliance with industry standards.

EDUCATION/EXPERIENCE:

- Bachelor's degree in social work, human services, psychology, or a related field preferred OR previous experience in social services, case management, or program coordination.
- Understanding of the Indian Child Welfare Act, social service principles, policies, and best practices.

GENERAL REQUIREMENTS:

- Strong interpersonal and communication skills, both written and verbal.
- Ability to work collaboratively within a team and independently when necessary.
- Proficiency in maintaining detailed records and documentation.
- Cultural competence and ability to work effectively in diverse communities.
- Proficiency in basic computer applications and record-keeping software.
- Must possess or obtain a valid driver's license.
- Clear criminal background check and compliance with organizational drug policies.
- Commitment to maintaining client confidentiality and adhering to ethical guidelines.
- Willingness to learn and adapt to changing program needs and requirements.

Native Preference hire applies in accordance with P.L. 93-638