

**GULKANA VILLAGE COUNCIL SOCIAL SERVICE COORDINATOR**

**JOB SUMMARY**

The Social Services Director for Gulkana Village Council will be responsible for family activities, the scholarship program, GVC library and the ICWA program. This is a full-time position (30-40 hours per week)

**SUPERVISION RECEIVED**

Direct supervision received by Gulkana Village Council Tribal Administrator

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

ICWA. The program's responsibilities are to protect the best interest of Gulkana Village Council Tribal Children. ICWA provides guidance regarding the handling of child abuse and neglect and adoption cases involving Native children and sets minimum standards for the handling of these cases.

Family Activities. Under general supervision, organize and coordinate programs and projects related to human services for Gulkana families, supervise volunteers, and provide information to the public regarding human services assistance. These activities should include a twice-month community family night.

Library. Organize summer reading program. It can include field trips, library hours, story time hours, coordinating tutor with the Copper Valley School district.

GVC scholarships. Receive applications, promote the program, and communicate with the scholarship committee.

**QUALIFICATIONS**

1. High School diploma or GED.
2. Two (2) years' supervisory and/or management experience.
3. Basic grant management.
4. Experience working with children.
5. According to federal requirements the successful candidate must be able to pass a federal background check and be approved by the BIA.
6. Required to have a driver's license and transportation.

Pay Scale: \$20-25 per hour depending on experience with grant management and the development of programs. The Gulkana Village Council exercises Native Preference in hiring, pursuant to P.L. 93-638.

**ALCOHOL & DRUG FREE**

The Gulkana Village Council practices strict adherence to an alcohol and drug free workplace.