

**BRISTOL BAY NATIVE ASSOCIATION  
EXEMPT POSITION DESCRIPTION**

**POSITION TITLE:**        DIVISION MANAGER; CHILDREN'S SERVICES

**OBJECTIVE:** Management of the Children's Services Division including program planning, development, implementation of services according to departmental/division/program goals and objectives, and supervision of division staff.

**QUALIFICATIONS:** Job qualifications are stated below as Essential Job Results. Candidates must demonstrate the ability to accomplish these job results

Candidates must meet the eligibility criteria of the Alaska Barrier Crimes regulations as a prerequisite to hiring. Background check includes fingerprints. **REQUIRED: Education/Experience:** Bachelor's degree in Social Work or related field + four years progressive experience at a managerial level including supervision. Progressive work experience may substitute college education at BBNA's discretion. Experience should demonstrate excellent communications skills, ability to work independently, and to develop strong collaborative relationships with elderly clients, families and other professionals. Familiarity with Bristol Bay area, people, cultures, and the unique challenges of service delivery in remote Alaska.

Complete achievement of the above specifications may not be required if, in the opinion of BBNA a particular candidate possesses significant offsetting characteristics, such as past accomplishments, experience, education, or estimate of future potential.

**ESSENTIAL JOB RESULTS:**

**Achieves Program functions**

by

- Having a solid understanding of all programs administered within the Children's Services Division- such as the Indian Child Welfare Act, the Alaska Child Welfare Compact, Title IV – B 1 & 2, Title IV – E, Foster Care and Child Care licensing procedures, Tribal Courts, State of Alaska Statutes with regard to child abuse and neglect, and welfare reform.
- Providing direct services to our Tribes, communities, families, and children including case management, support services, and information and referral services.
- Ensuring compliance with all applicable policies, laws, and regulations for all programs administered within the Children's Services Division.
- Developing productive working relationships with other resource providers to promote easy access to services and minimize duplication of effort.
- Developing and implementing the Children's Services Division Policies and Procedures.
- Providing a Division Desk Manual and updating regularly.

**ACCOMPLISH STAFF RESULTS**

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- Participating in division/program staff planning, selection process, direct supervising, employee development and annual evaluation of program personnel.
- Communicating job expectations, ethical behaviors, scheduling, and planning staff activities.

- Completing personnel documents accurately and correctly routing them in a timely manner.
- Providing professional and technical assistance.
- Helping staff understand the *reason* behind their job duties, and how to ensure accountability for their efforts.
- Assisting and/or training staff to assure services are delivered in a professional manner.
- Assigning duties with emphasis on opportunity for growth.
- Initiating and giving timely feedback to staff about their performance.
- Establishing ways for staff to monitor/evaluate their own performance.
- Modeling professional teamwork and promoting the importance of team productivity.
- Modeling time management skills.

## **PROVIDE FISCAL MANAGEMENT**

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- Administering budgetary and contractual obligations.
- Understanding BBNA's financial operating procedures related to developing budgets, monitoring expenditures, purchasing and authorization process; using this knowledge to advise program staff or to seek further authorization required based on dollar amount.
- Managing all funding sources including all programs/grants within the division.
- Providing timely, accurate reports to funding agencies.
- Identifying new funding sources.
- Reading and using BBNA's Budget Manager to track division/program spending.
- Reading and using Excel spreadsheets for creating or revising program budgets.
- Understanding and carrying out responsibilities under state and federal contractual agreements.
- Working with regional partners to leverage funding of service needs for mutual clientele.

## **BUILD COMMUNITY AND PARTNER RELATIONSHIPS**

by

- Building and maintaining collaborative professional relationships with BBNA programs and regional service partners to minimize duplication of services.
- Ensuring that ICWA resolutions and Memorandum of Agreements with Tribes are up to date.
- Representing BBNA Children's Services programs effectively on community- and state-wide interagency councils, service integration efforts and other planning initiatives and developing formal / informal networks with a wide variety of individuals, community and agency representatives.

## **KEEP MANAGEMENT INFORMED**

by

- Preparing a comprehensive narrative and statistical monthly report to Director of Family Services.
- Providing detailed annual recommendations for division and program goals and objectives that will be incorporated into the Department's Annual Operating Plan.
- Providing regular communication with Department Director about major changes or issues which may impact service delivery.
- Participating in regularly scheduled departmental staff meetings and division manager meetings with Department Director.

- Working with Department Director on the utilization of MOA/MOU's with Tribal Councils and partners that increase effectiveness enhancing leverage of program services/service delivery, with outer agencies/service providers and regional Tribal Councils.

**MEET REQUIREMENTS FOR TRAVEL IN AND OUT OF REGION**

by

- Scheduling and approving well planned trips to provide services, participate in training, workshops, and to exchange current information significant to Village, Regional, Tribal, State, and Federal entities.

**MONITORS AND IMPROVES PROGRAM SERVICE QUALITY.**

by

- Devising programs to improve accuracy and organization of BBNA's Children's Services Programs.
- Monitoring and being prepared to respond to key Federal, State, and regional initiatives that impact Bristol Bay's Family Violence Prevention efforts, including proposed legislation and rulemaking, and regulatory changes.

**PROTECT PROGRAM INTEGRITY AND CLIENT PRIVACY**

by

- Agreeing to BBNA's policy on confidentiality, keeping confidential information gained through employment secure, during and after this employment.

**CONTRIBUTES TO OVERALL TEAM EFFORT**

by

- Welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.

**DUTY STATION:** Dillingham

**REPORTS TO:** Director of Family Services

**WAGE:** \$ 57,504/yr (29.49/hr)– \$78,411 (\$40.21) DOE

**\*INDIAN PREFERENCE IN HIRING UNDER 93-638\***

_____ Employee Acknowledgement	_____ Date
_____ Supervisor Signature	_____ Date
_____ Human Resources Director	_____ Date

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President/ Chief Executive Officer

Date