



Nome Community Center, Inc.

PO Box 98
Nome, Alaska 99762
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JOB TITLE: Family Services Coordinator

NATURE OF WORK

This position involves providing direct services for families assisting them in reaching their personal goals, and any requirements placed on them by OCS or other agencies, to strengthen their family relationships. This position is able to assist with reunification, support services and referrals attempting to keep the family together in a positive and successful environment.

RESPONSIBILITIES

- Conduct in-home, in-office, or on-phone intake interviews for families to include all parties whenever possible
- Conduct family risk assessments utilizing an approved assessment scale, and assist each family by developing a family services plan identifying goals and objectives the family wishes to achieve
- Provide service plan or case plan implementation, coordination and monitoring
- Maintain records of client contact, evaluation, and assessment of family progress
- Assist with the preparation of weekly, monthly, and quarterly reports to include successes, challenges and performance measures
- Serve as an advocate for families, providing information, community resources referrals, and direct services as needed
- Provide parent education and support using evidence-based parenting curriculum, conducting parenting peer groups
- Help to plan, promote, and conduct positive activities for families in the community, such as Family Fun Nights, play groups, special events, educational activities, camps and other community health and safety initiatives
- Develop and maintain working relationships with community agencies, tribes and tribal organizations involved with families, and report to referring agencies on progress
- Provide supervision at visitations as approved by OCS
- Participate in culturally appropriate and trauma informed trainings
- Provide transportation services to referred families
- Other duties as assigned

QUALIFICATIONS

- B.A. degree desired; experience in Human Services work, teaching, related field desirable or lived experience
- Ability to work alone with minimum supervision; weekend and evening hours do occur and are expected when needed
- Basic computer skills including Microsoft Word, Excel, and PowerPoint
- Understanding of and ability to work in a cross-cultural environment
- Ability to work with other staff, to meet the public, and to render service cordially and professionally
- Ability to set and keep professional boundaries with clients
- Ability to provide non-judgmental support and genuine care for families
- Ability to maintain confidentiality as it pertains to agency, staff, and client records
- Criminal backgrounds check including fingerprinting will be conducted for the selected candidate; candidate must not have any legal issues precluding them from working with DHSS clients under Alaska Statute 7 AAC 10.900(b)
- Must have valid Alaska driver's license and clean driving record

WORKERS COMPENSATION CODE: 8864

SALARY AND BENEFITS:

SALARY RANGE: \$21.00 - \$24.00/hour DOE

BENEFITS: Being part of a team motivated to make a difference in the community, ability to work with families in order to make a positive impact on their life, Individual Health insurance, PTO including holidays, vacation and sick leave, IRA.

HOURS: FULL-TIME or PART-TIME

SUPERVISOR: Executive Director

Nome Community Center is an equal opportunity employer.

Revised 2/24/21

Service to the people of the Bering Straits Region since 1910.