

AVCP Job Summary List Submit applications to AVCP Human Resources, PO Box 219, Bethel, AK -99559-

Job Title/Contact	POSITION INFORMATION	Salary
Village Public Safety Officer	Summary: To provide rural Alaskans in the AVCP region with an environment secure from public safety problems.	Step A 21.63
**Community Family Service Specialist ICWA Worker	Summary: The CFSS serves as a representative in the home community to carry out the intentions of the Indian Child Welfare Act by providing and coordinating the necessary services to prevent the break up of Native families. The CFSS also assists in reunification of families which have already experienced break up and acts as a liaison to represent the interests of the Tribal Council in court proceedings involving Child in Need of Aid (CINA) cases.	JC-35 19.82
Case Manager	Summary: In accordance with Federal and State rules, regulations and guidelines governing a number of differing Temporary Assistance for Needy Families (TANF) programs, work includes request for service interviews, Monthly Activity Data (MAD) information collection that will include case record information related to client information, attendance and status change, work with Temporary Assistance Clients to achieve skill levels for employment experience to become Self-Sufficient	JC-25 16.79
Childcare Specialist	Summary: Within the sub-region ensure that AVCP's Child Care Assistance Program complies with Tribal and the State of Alaska's standards. With the National Association for the Education of Young Children's (NAYEC) criteria for high quality Early Childhood Programs in the areas of interactions between staff and children, physical environment, and evaluation. With NAYEC developmentally appropriate practice	JC-30 18.53
Probate Specialist	Summary: This position provides Estate Planning and Probate functions for the Division of Realty	JC-30/35 18.53/19.82
Hotel Manager	Summary: POSSES A GOOD UNDERSTANDING OF FACILITY MAINTENANCE & OPERATIONS; HOUSEKEEPING DEPARTMENT OPERATIONS AND FRONT OFFICE OPERATIONS. KNOWLEDGE OF PROPERTY MANAGEMENT SOFTWARE; ABILITY TO WORK WITH DEPARTMENT DIRECTORS	25.00 DOE
Teacher	Summary: Ensure the safety and supervision of children in the Headstart classroom. Works as a team member with other staff in planning, implementing and evaluating the Early Childhood Development Program. Is responsible to orientate and supervise volunteers and parent programs at the center. Is responsible for the community partnerships and for ½ of the families enrolled in the program and to ensure they receive all needed services.	JC-15 16.10 DOE
Office Manager	Summary: This position provides administrative support services to the division of Realty. 5 years general experience in clerical or secretarial work and record keeping. Familiarity with the AVCP/Calista region. Ability to speak Yup'ik preferred.	JC-35 19.82
**Director, TANF	Summary: Ensure proper administration to case management for the Temporary Assistance for Needy Families. The primary responsibility is to work with Federal and State Law to establish systems and supports necessary to put welfare recipients into jobs that will allow them to become self-sufficient.	JC-50 25.94- 46.57 DOE
Program Manager	Summary: Manage the Airframe & Powerplant School to train outstanding young people from the region to become Aircraft Maintenance Technicians (AMTs). BA in Aviation, Education Or Business. A familiarity with Airframe & Powerplant school industry. 2-5 yrs of managerial experience.	JC-60 28.97-52.03
Lead Teacher	Summary: Lead Teacher, if not already certified is required to obtain a CDA or an Early Childhood Certificate within the recommended timeframe of the University Adviser. Responsible for the supervision of all staff and ensuring that the local Head Start program is in compliance with all Head Start Performance Standards. Ensures paperwork is complete in a timely and accurate manner and works in collaboration with community service providers for a high quality Head Start program.	JC-20 DOE

Bus Driver	Summary: The bus driver is responsible for the safely operating the bus to transport children and parents enrolled in the AVCP Head Start program to and from their homes and the Head Start centers. Specific areas of service involve safe, clean and timely operation of vehicles and meeting maintenance requirements of vehicles. This position requires cooperative communication with children parents, staff members of the general public.	JC-20 17.57
Eligibility Technician	Summary: In accordance with Federal and State rules, regulations and guidelines governing a number of differing Temporary Assistance for Needy Families (TANF) programs, work includes in-depth interviews, data collection, data review and analysis, investigations, eligibility determinations and benefit authorizations.	JC-35 19.82
Marine Biologist	Summary: Responsible for the program management and administration of Fisheries/ Marine Mammals projects and other fisheries related issues for the YK delta villages as established by the Natural Resources Department Director. Serve as a liaison between tribes of the AVCP and outside entities to address management and policy concerns utilizing his/her own professional discretion regarding Fisheries/ Marine Mammals.	JC-40 21.96
Floating Case Manager	Summary: In accordance with Federal and State rules, regulations and guidelines governing a number of differing Temporary Assistance for Needy Families (TANF) programs, work includes request for service interviews, Monthly Activity Data (MAD) information collection that will include case record information related to client information, attendance and status change, work with Temporary Assistance Clients to achieve skill levels for employment experience to become Self-Sufficient.	JC-30 18.53