

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

Job Title/Contact	POSITION INFORMATION	Salary
<b>Village Public Safety Officer</b>	<b>Summary:</b> To provide rural Alaskans in the AVCP region with an environment secure from public safety problems.	Step A 22.27
<b>Case Manager</b>	<b>Summary:</b> 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
<b>Community Family Service Specialist</b>	<b>Summary:</b> Serves as a representative in the home community to carry out the intentions of the Indian Child Welfare Act by providing services to prevent the break up of Native families. 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.	DOE
<b>Customer Service Agent</b>	<b>Summary:</b> AS THE FIRST REPRESENTATIVE OF THE HOTEL THE CUSTOMER SERVICE AGENT REPRESENTS THE FACE OF THE HOTEL SO GOOD CUSTOMER SERVICE AND PERSONAL PRESENTATION IS CRITICAL TO SUCCESS. THE CUSTOMER SERVICE AGENT IS RESPONSIBLE FOR ALL PHASES OF THE CLIENT STAY, INCLUDING GUEST ROOM RESERVATIONS, CHECK-INS, ROOM ASSIGNMENTS, CHECK-OUT, PROCESSING AND POSTING GUEST PAYMENTS, BILLING OF CREDIT AND DIRECT BILL ACCOUNTS.	JC-10 12.98
<b>Admin Assistant</b>	<b>Summary:</b> This position provides administrative support services to the Department of Realty. 3 years general experience in clerical or secretarial work and record keeping. Familiarity with the AVCP/ Calista region preferred, but not mandatory.	JC-26 16.79
<b>Grant Writer</b>	<b>Summary:</b> Will perform grant writing services and focus on obtaining the necessary funding that will continue, strengthen and enhance service delivery by AVCP in its service areas.	JC-40 21.96
<b>Realty Specialist</b>	<b>Summary:</b> This position provides realty transaction services to restricted landowners in the Calista Region.	JC-35/40 19.82/ 21.96
<b>ON Call Housekeeper</b>	<b>Summary:</b> Provide housekeeping duties for the Allanivik hotel.	JC-10 12.36
<b>VPSO TDY Float Officer</b>	<b>Summary:</b> Under the direction of the VPSO Program Director, the VPSO TDY Float Officer will provide Police, Fire, Emergency Trauma Treatment, Water Safety, and Search and Rescue Coordination, including Probation and Parole within AVCP Region.	JC-A 22.27
<b>Office Manager</b>	<b>Summary:</b> Performs a variety of office procedures that are required by the full program, such as ensuring that files are complete and current, maintaining monthly tracking forms, and completing all program inventories. Where appropriate, assists in classroom activities as described in this job description.	JC-7 14.17
<b>Tribal Youth Coordinator</b>	<b>Summary:</b> The goal for this position is to build village youth programs by providing a small amount of seed money, volunteer training, support, coordination and outreach.	JC-40 21.96

<b>Director/ Curator</b>	<b>Summary:</b> The Director/Curator is responsible for planning, overseeing, and managing the collections, exhibits and programs of the Yupiit Piciryarait Museum. The Director/Curator has knowledge and expertise in the field of museum practices and management. The Director/Curator has responsibility for staff supervision, facility management and direct oversight of community programs, management of collections, the museum facilities, and development and management of exhibits. The Museum Director/Curator secures and monitors grant funds, develops and implements policies, manages the Museum budget, tracks expenditures, and does long range planning. Work is performed with considerable independence. The Director/Curator will work closely with the AVCP Department of Cultural and Environmental Sciences to coordinate the acquisition and management of regional archaeological collections throughout the Yukon-Kuskokwim Delta region. Close cooperation with federal agencies, Alaska state agencies, ANCSA village corporations, Calista Corporation, Tribal governments, and individual Native owners of federally-restricted properties is required	DOE
<b>Hotel Manager</b>	<b>Summary:</b> Responsible for the successful operation of Allnivik Hotel properties. Property includes 29 one and two bedroom rooms, a conference room and a restaurant. Hotel Manager is responsible for general hotel management including maintenance, capital upkeep of the building, housekeeping, conference room, rental, and restaurant lease.	DOE
<b>Probate Specialist</b>	<b>Summary:</b> This position performs the Probate and Estate Services function for the Department of Realty.	JC-30/35 18.53/19.82
<b>Deputy Director</b>	<b>Summary:</b> Under the supervision of the TANF Program Director, job incumbent is responsible for overseeing the day to day business operations of the Temporary Assistance for Needy Families (TANF) program. The TANF Deputy Director will play a significant role in directing the internal program operations of the TANF program to ensure the quality of the program. Such operations may include , but not limited to : case management, job development and overseeing relevant prevention programs. The TANF Deputy Director will establish systems and supports necessary to put welfare recipients into jobs that will allow them to become Self-Sufficient.	JC-50 25.94