

## 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	<b>Summary:</b> 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	<b>Summary:</b> 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	<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
Hotel Manager	<b>Summary:</b> 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	<b>Summary:</b> 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	<b>Summary:</b> 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
Lead Teacher	<b>Summary:</b> 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	<b>Summary:</b> 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
Marine Biologist	<b>Summary:</b> 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
Gaming Attendant	<b>Summary:</b> Sells pull tabs at the pull-tab operation operations location.	JC-10 12.36
Realty Specialist	<b>Summary:</b> This position provides realty transaction services to restricted landowners in the Calista Region.	JC-35 19.82

<b>Office Manager/Cook</b>	<b>Summary:</b> Assists cook with daily kitchen duties, including maintaining a clean work environment, planning meals, and assisting as needed in food preparation and service. Office Manager performs various 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 13.93
<b>**Eligibility Technician II</b>	<b>Summary:</b> Performs at the advanced or lead level. Ensures that assigning and evaluating subordinate work, training lower level staff and assisting in areas necessary to a smooth operation, complete the work. To provide or supervise the provision of timely, accurate eligibility determinations and benefit authorizations for Temporary Assistance for Needy Families applicants/recipients. In accordance with federal and state rules, regulation and guidelines governing assistance programs, work includes in-depth interviews, data collection, data review and analysis, investigations, eligibility determinations and benefit authorizations.	JC-45 23.35
<b>Medicaid Biller/Travel Clerk</b>	<b>Summary:</b> Support the travel and accounts payable departments with researching outstanding obligations and monitoring vendor billing for compliance with purchase order terms. Assists the travel department as needed with processing TA's and TEV's. Processes Allavik Hotel Medicaid billing in a timely manner. Other duties as assigned.	JC- 25 18.71
<b>Purchasing Clerk</b>	<b>Summary:</b> The Purchasing Clerk is responsible for all elements of materials and services requisition, preparing bid requests and Requests for Proposals, and vendor negotiations. The Purchasing Clerk works with the Controller and the Grants and Compliance Manager to ensure that all funding agencies, program directors, delegates, and other organizational stakeholders receive necessary materials and services in a timely fashion while remaining in compliance with all regulatory requirements. Additionally, the Purchasing Clerk serves as a resource person for the organization to identify and source vendors and contract service providers that are best able to support the needs of AVCP programs operating in the villages.	JC-15 18.13
<b>LIHEAP Clerk</b>	<b>Summary:</b> Under the supervision of the Social Services Director, the clerk does General Energy Assistance related work.	JC-20 15.24
<b>HIP Coordinator</b>	<b>Summary:</b> Provide direction for and serve as manager to the local housing improvement program. Provide information and leadership on all matters pertaining to the housing improvement program.	JC-50 25.94
<b>Rural Social Services Social Worker</b>	<b>Summary:</b> This position provides ongoing Family Preservation services within AVCP program villages by directing casework in a broad spectrum of settings and by overseeing compliance with Rural Social Services State Grant program objectives. Focus areas for this position are families with children in the home but at risk of removal through OCS/State.	JC-45 23.35 DOE
<b>RHS Coordinator</b>	<b>Summary:</b> This position is responsible for assisting the RHS Director in providing direct services support for the RHS Certificate Program. Primary responsibilities include: providing direct service support and mentoring to student interns enrolled in the RHS Certificate program, arranging all travel and lodging, and maintaining on-going communication and support to ensure transference of learning to the student's work setting	JC-45 23.35 DOE
<b>Intake Administrative Assistant</b>	<b>Summary:</b> To provide overall clerical and secretarial support to TANF Program Staff.	JC-30 18.53
<b>Temp Tribal Justice Secretary</b>	<b>Summary:</b> This position provides overall office support for the Tribal Justice department.	JC-30 18.53