

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2017-218      **Issue Date:** 10-04-17      **Closing Date:** 10-12-17

**Kinship Program Coordinator**

**(2) Two Positions**

**Nak Nu We Sha**

**Department of Human Resources**

**Hourly Wage: \$16.05-\$18.42/DOQ/Regular/Full-Time**

The Program Coordinator provides and coordinates activities of the Kinship Support Program for relative caregiver clients and their children. The purpose of the Kinship Program is to provide clients, programs, information and support for grandparents or relative caregivers raising their children in their care. The Kinship Coordinator is responsible for conducting kinship intakes and assessments, connecting the family to community resources, reinforcing caregiver's participation in supportive activities, and supporting the caregiver's participation in activities that assist them in providing a loving, safe, stable and permanent home and environment for the children in their home (s).

**Knowledge, Skills and Abilities:**

- Ability to independently plan and coordinate a program and its activities.
- Ability to ensure the implementation of Kinship policies and practices.
- Ability to track expenditures/transactions of the Kinship Program.
- Good verbal and written communication skills and ability to help caregivers understand and access programs and services available to them.
- Ability to maintain professionalism with co-workers, clients, associates and the general public.
- Ability to maintain strict confidentiality.
- Ability to develop proactive ways to address caregiver needs and develop and informal/formal support system.
- Ability to assist families in creating a safe and supportive home environment for children outside additional services such as therapy, counseling, educational and behavioral health services.
- Ability to work in a cooperative and sensitive manner with clients and groups.
- Ability to adequately observe participants activities, enforce safety regulations and apply appropriate policies and procedures.
- Must have reliable transportation and the ability to provide clients transportation if needed.
- Strong organizational skills with regard to writing case notes, filing, data entry and working knowledge of collecting and analyzing statistics.
- Knowledge of collecting and analyzing statistics.
- Knowledge and expertise of Kinship Care and Relative Caregiver issues.
- Excellent communication skills (listening and speaking).
- Ability to draw on their own relevant experiences to support families in overcoming the challenges they face.

**General Recruiting Indicators:**

- Minimum of two years' experience working in programs in the Kinship or Social Work field. Associate of Arts Degree in Social Work or related field preferred such as: child development, counseling, criminal justice, cultural studies, education, family studies, human development, human services, law and justice pastoral counseling, psychology, sociology, and therapeutic fields. Experience can be counted towards educational requirements.

**Special Requirements:**

- CPR and First Aid certification required within 30 days of hire.
- Ability to pass a pre-employment drug and alcohol test.
- Must possess a valid Washington State Driver License and ability to obtain a Yakama Tribal Driver's Permit.
- Ability to pass a pre-employment criminal background check.
- Requires periodic review of driving record.
- Must be a role model to children and parents.
- Yakama enrolled preference.