



Chickaloon Village Traditional Council  
(Nay'dini'aa Na')  
Health & Social Services Department  
**Internal/External Position Announcement**

Job Title: Health & Social Services Director  
Department: Health & Social Services  
Reports to: Health, Education, & Social Services Division Director

Position Summary: The Health and Social Services Director is responsible for directing and supervising staff members of the Health and Social Services (H&SS) Department, overseeing and directing daily operations, staff training, programs, projects, contractors, budgets, funding, and reporting for the department. The H&SS Director works creatively to improve existing programs and projects, as well as expand and create new programs and projects for the Department to meet the changing needs of Chickaloon Native Village and the surrounding community. The H&SS Director seeks funding as identified in the Tribe's Strategic Plan by submitting grant applications to various foundations, corporations, Tribes, and Federal agencies. The H&SS Director enforces confidentiality rules and ensures compliance with all applicable HIPPA and CFR42, mandated reporter, CVTC policies, and other regulations. Additionally, the H&SS Director will act as the ICWA Program Manager handling ICWA and CHINA cases for the Tribe. This is a 40 hour per week, exempt position with benefits.

Qualifications, Education & Experience:

Three-to-five years of supervisory/project and program management experience with limited supervision is essential.

This position requires quality technical writing skills and previous experience with grant and report writing.

A minimum of a bachelor degree in psychology, social work, administration, business or a related field will provide the necessary background for this position, including knowledge and abilities in health and social services, writing, comprehension, and communication. A master's degree in a related field is preferred.

A candidate with the necessary skills and experience with no degree could be considered.

Must be willing to obtain advanced-level training on ICWA laws.

A valid Alaska State Driver's License is required.

New hires for this position are subject to pre-hire alcohol/drug testing. This position is subject to random alcohol/drug testing.

A federal and state background check is required for this position. Background checks will be conducted every two years as a condition of employment.

AN/AI PREFERENCE:

As allowed in P.L. 93-638, preference for employment will be given to Alaska Native and American Indian Peoples. CVTC also has a local hiring preference.

**If you meet the requirements on the position description and would like to apply, please submit a fully completed CVTC application and resume to [employment@chickaloon-nsn.gov](mailto:employment@chickaloon-nsn.gov), or by fax to 907-745-0709. Applications are downloadable from:**

**<http://www.chickaloon-nsn.gov/employment/>.**

**The application deadline is Friday, April 19<sup>th</sup> at Noon.**