

VOLUNTEERS OF AMERICA ALASKA
ALASKA KINSHIP PROGRAM MANAGER

Position Title:	Program Manager
Reports To:	VP of Prevention and Public Health
Direct Report(s):	Kinship Navigator
Salary:	\$54,000 - \$57,000 annually, Exempt

Objective

The Program Manager is responsible for development and management of the Kinship Navigator Program with a public health approach. The Kinship Navigator Program provides services and supports for relatives raising children in Alaska. The Program Manager supports the overall program performance and provides leadership to program staff. This position will reach out to stakeholders throughout the state who are invested in kinship services with a focus on strengthening resiliency factors, community advocacy, and family wellness.

Essential Skills

Analytical/ Assessment skills

- Utilizes instruments for collecting valid and reliable quantitative and qualitative data
- Adheres to, employs and ensures ethical principles in the collection, maintenance, use and application and dissemination of data and information
- Integrates findings from quantitative and qualitative data into organizational operations

Policy Development/ Program Planning skills

- Implements organizational and system-wide strategies for continuous quality improvement
- Integrates emerging trends of the fiscal, social and political environment into public health strategic planning

Communication skills

- Communicates in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency
- Applies communication and group dynamic strategies in interactions with individuals and groups
- Ensures that the public health organization seeks input from other organizations and individuals
- Interprets demographic, statistical, programmatic and scientific information for use by professional and general audiences

Cultural Competency Skills

- Ensures that there are strategies for interacting with persons from diverse backgrounds

- Ensures the consideration of the role of cultural, social and behavioral factors in the accessibility, availability, acceptability and delivery of prevention services

Community Dimensions of Practice Skills

- Uses group processes to advance community involvement
- Establishes linkages with key stakeholders
- Maintains partnerships with key stakeholders
- Evaluates the effectiveness of community engagement strategies on prevention policies, programs and resources

Duties & Responsibilities

Responsible for the operation and development of the AKNP with the support of the VP of Public Health and Prevention. Assists in the development and attainment of program goals, reviews program performance and implements needed changes. Responsible for working with urban and rural community agencies and funders regarding kinship services, assists the VP of Prevention and Public Health with grant writing, and attends community meetings. Responsible for ensuring cultural responsiveness, strength-based focus and evidence-based/evidence-informed practices are adhered to. Completes quarterly grant reports, tracking grant deliverables and overall financial sustainability of the AKNP.

Supervision of Employees

Responsible for supervision of one department staff. This includes coordinating meetings, managing schedules, reviewing program expenses and other duties as needed. Provides feedback to employees both verbally and through written performance evaluations. Identifies areas for continued growth and provides skill development activities and training plans to meet these needs.

Other Duties

Maintains client confidentiality and safeguards client information as per 42 C.F.R part 2 and HIPAA privacy and security regulations. This position will coordinate with Department Staff to ensure continuity of services and programming. Performs other duties as assigned.

Knowledge and Experience

- Bachelors social work, public health, counseling or related field required. Master's Degree in related field preferred.
- A minimum of two years of supervisory experience, preferred
- Ability to make sound decisions based on information available.
- Excellent writing and communication skills.
- Ability to work flexible hours (including days, evenings and some weekend hours.) Ability to travel by small airplane, boat or personal vehicle, if required.
- Working knowledge of community-based interventions as well as statewide interventions.

Working Conditions

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in office areas. Interacts with staff, consultants, Kinship Steering Committee, contractors and outside vendors. May be subjected to interruptions throughout the workday.
- May work in community settings (rural or urban) assisting staff as they navigate services for their kinship clients.
- While performing the duties of this job the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to lift up to 25 pounds. The vision requirement includes close vision.

Interested applicants should send a resume, cover letter, and application to rquinlan@voaak.org or bring documents to 2600 Cordova Street Suite 101. Anchorage, Alaska 99503. Main Contact Number: (907) 279-9640