****Bristol Bay Native Association

JOB ANNOUNCEMENTS

UPDATED: 8/18/2017

**PROGRAM DEVELOPMENT**

* **Regional Energy Coordinator**

**WORKFORCE DEVELOPMENT**

* **Division Manager; Coordinated Client Services**

**CHILD DEVELOPMENT DEPT.**

* **Wellness Content Manager**
* **Teacher’s Aide**
* **Child Care Teacher’s Aide (Student OJT) PT 2 hours/day**
* **Child Care Teacher’s Aide (Student OJT) PT 4.5 hours/day**
* **Child Care Teacher’s Aide/Part Time**
* **Teacher: After School 3.5 hrs/day**
* **Manager; Child Care Center**

**COMMUNITY SERVICES DEPT.**

* **Tribal Administrator / Levelock**
* **Caseworker II-III Prisoner Reentry**
* **VPSO Funding is available for 2 positions out of 9 potential duty stations. Determination of duty station is based on the availability of qualified candidates. Duty stations will be filled on a “first come first serve” basis.**
1. Dillingham Rover
2. Chignik Bay
3. Egegik
4. Port Heiden
5. Iliamna/Newhalen
6. Aleknagik
7. Levelock.
8. Ekwok
9. Clarks Point

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**JOB SUMMARIES**

**Detailed job descriptions & application forms at** [**www.bbna.com**](http://www.bbna.com)

**PROGRAM DEVELOPMENT**

**Regional Energy Coordinator** **OBJECTIVE:** Cultivate a dynamic network of communications between communities related to energy needs and projects; cataloging and following multi-community projects in order to maximize the benefit of shared knowledge, and developing a centralized resource base for planning, technical, and funding assistance. **QUALIFICATIONS:** Candidates must demonstrate ability to accomplish the Essential Job Results listed in the detailed job description **Job knowledge / documentation required.** Bachelor’s Degree in Business, Economics, Rural Development or related field. Work experience in energy, economic development, education, business management, or related fields. Must have excellent writing and oral communication skills. Must be willing and able to travel in and out of the region. Prefer: Two years’ experience in teaching, planning or management with demonstrated grant-writing and grant administering experience. Demonstrated ability to facilitate community driven projects to completion. Familiarity with Bristol Bay area, people, and cultures. Job requires enjoyment working with a wide range of people and backgrounds. Familiarity with Bristol Bay area, people, and cultures. Complete achievement of certain of the above specifications may not be required if, in the opinion of BBNA a particular candidate possesses significant offsetting characteristics, such as past accomplishments, experience, education, or estimate of future potential. **REPORTS TO:** Economic Development Program Manager **TO APPLY: Candidates are asked to provide a cover letter and resume along with a fully completed BBNA job application. WAGE**: $41,000 per year, $21.02 per hour. **Duty Station:** Dillingham. **EEO**. **Closing Date**: Open until filled

**WORKFORCE DEVELOPMENT**

**Division Manager; Coordinated Client Services** OBJECTIVE: Responsible for the supervision and administration of a complex variety of household assistance programs including cash assistance, youth services, and other assistance available to families with children. Facilitate coordination of casework and case planning between BBNA’s Workforce Development Dept., Child Development Dept. and the Family Services Department. **QUALIFICATIONS:**  Job qualifications are stated as essential Job Results stated in detailed job description. Please ask for a copy or download at [www.bbna.com](http://www.bbna.com). Candidates must demonstrate the ability to accomplish these job results. **Preferred:** Undergraduate degree in a related field, + three years progressive experience in case management. Demonstrated exceptional organizational skills and an ability to motivate people and develop effective supervisory relationships. Similar work experience with increasing responsibility in oversight of case work. **Required:** Proficiency in computer word processing and data base programs. Excellent written and verbal communication skills. Capable of overall responsibility with limited supervision. The ability to develop strong collaborative relationships within BBNA, regional service providers, and families. AK Driver’s license and proof of insurance. Background clearance including fingerprints and must meet eligibility criteria of the Alaska Barrier Crimes Act as a prerequisite to hiring. Familiarity with Bristol Bay area, people, and cultures. Complete achievement of the above specifications may not be required if, in the opinion of BBNA a particular candidate possesses significant offsetting characteristics, such as past accomplishments, experience, education, or estimate of future potential. **TO APPLY: Candidates are asked to provide a cover letter and resume along with a fully completed BBNA job application. WAGES:**  $26.15 to 36.62 / hr. $51,000.00 to 71,400.00 / Year **REPORTS TO**: Workforce Development Director **DUTY STATION**: Dillingham. **CLOSING** **DATE:** Open until filled. **E.E.O.**

**CHILD DEVELOPMENT DEPT.**

**WELLNESS CONTENT MANAGER; CHILD DEVELOPMENT DEPT. OBJECTIVE:** This individual assures that child health and developmental concerns are identified, and children and families are linked to an ongoing source of continuous, accessible care to meet their basic health needs. He or she must meet the required educational qualifications and enjoy collaboration among families, staff, and health professionals. The fast-paced work environment centers on young children, and flexibility to step into other roles on occasion is the nature of the business. Requires a Degree in Health Education, Nursing, Community Health Aide certification, or related field and work experience involving training on a variety of related health issues. Candidates must meet the eligibility criteria of the Alaska Barrier Crimes regulations as a prerequisite to hiring; background clearance check including fingerprints. State required health documentation, CPR/First Aide. Ability to communicate effectively, both orally and in writing. Computer experience desirable. Familiarity with Bristol Bay area, people, and cultures. **WAGES:**  $40,384-$61,795/yr. **REPORTS TO**: Child Development Dept. Director. **DUTY STATION**: VAL Family Resource Center Dillingham. **TO APPLY:** Candidates must demonstrate their ability to accomplish the Essential Job Results stated in detailed job description. Please ask for a copy or download at [www.bbna.com](http://www.bbna.com). **Candidates must provide a cover letter and resume along with a fully completed BBNA job application.**  **CLOSING** **DATE:** Open until filled.

**Child Care Teacher’s Aide- (Student OJT position)** **2 hrs per day**. **Qualifications:** To assist the center staff in following a daily curriculum of activities and help keep a safe environment for playing and learning for young children. Interest in Early Childhood Education and/or Rural Human Services. The ability to relate to children and perform tasks dealing with children. Communicate effectively with teachers and other volunteers. Ability to follow directions. Ability to maintain discipline according to accepted methods for handling discipline concerns. Ability to provide positive role model and necessary support to students and parents/guardians. Willing to take course work in Early Childhood Education. Criminal Background Clearance Check Including Fingerprints. Familiarity with Bristol Bay area, people and culture. Enrolled in High School or GED program. **Performance Responsibilities:** Be prompt and dependable.Meet with teacher to plan and discuss the days events**.** Listen and talk with children. Play with the children during free choice and outdoor time. Participate in large and small group activities and routines, offering individual attention when needed. Assist the children with mealtime activities. Assist the children in their daily routines (hand washing, tooth brushing, toileting and diapering, napping etc.). Keep all classroom matters confidential. Other related duties as assigned.  **WAGE:** $10.00 hr. **REPORTS TO:** Child Care Center Manager **DUTY STATION: Dillingham, VAL Family Resource Center Closes:** OPEN UNTIL FILLED.

**Child Care Teacher’s Aide- (Student OJT position) 4.5 hrs per day.** **Qualifications:** To assist the center staff in following a daily curriculum of activities and help keep a safe environment for playing and learning for young children. Interest in Early Childhood Education and/or Rural Human Services. The ability to relate to children and perform tasks dealing with children. Communicate effectively with teachers and other volunteers. Ability to follow directions. Ability to maintain discipline according to accepted methods for handling discipline concerns. Ability to provide positive role model and necessary support to students and parents/guardians. Willing to take course work in Early Childhood Education. Criminal Background Clearance Check Including Fingerprints. Familiarity with Bristol Bay area, people and culture. Enrolled in High School or GED program. **Performance Responsibilities:** Be prompt and dependable.Meet with teacher to plan and discuss the days events**.** Listen and talk with children. Play with the children during free choice and outdoor time. Participate in large and small group activities and routines, offering individual attention when needed. Assist the children with mealtime activities. Assist the children in their daily routines (hand washing, tooth brushing, toileting and diapering, napping etc.). Keep all classroom matters confidential. Other related duties as assigned.  **WAGE:** $10.00 hr. **REPORTS TO:** Child Care Center Manager **DUTY STATION: Dillingham, VAL Family Resource Center Closes:** OPEN UNTIL FILLED.

**TEACHER’S AIDE: BBNA CHILD CARE CENTER . Part Time 7:30am to 12:00pm. August 2017 – May 2018.** Assists the teacher in following a daily curriculum of activities, and helping keep a safe environment for playing and learning for young children ages 6 weeks through 4 years. **QUALIFICATIONS:** Candidates must demonstrate their ability to accomplish the *Essential Job Results* stated in the detailed job description. Please ask for a copy or download at [www.bbna.com](http://www.bbna.com). **Job knowledge / documentation required:** High school education or equivalent. Minimum 18 years of age. One year experience in an early childhood learning center is preferred. Willing to learn about young children and their developmental needs and learning styles. Ability to follow directions. Willing to take course work towards earning a degree in Early Childhood Education. Candidates must meet the eligibility criteria of the Alaska Barrier Crimes regulations as a prerequisite to hiring; background clearance check including fingerprints. Will be required to obtain State required health documentation, CPR/First Aide. Ability to communicate effectively, both orally and in writing. Ability to provide positive role model and necessary support to children and parents/guardians. Familiarity with Bristol Bay area, people and culture. Requires physical ability to walk or run quickly, kneel or sit on the floor, bend, lift and walk over rough or uneven ground, sitting in child sized chairs, exposure to weather, lifting/moving heavy and/or bulky objects or children weighing up to 50 lbs. **TO APPLY: Candidates are asked to provide a cover letter and resume along with a fully completed BBNA job application. WAGE:** $13.50 - $17.32/hr DOE. **REPORTS TO:** Child Care Manager **DUTY STATION**: Dillingham, VAL Family Resource Center. **CLOSING DATE**: OPEN UNTIL FILLED. E.E.O.

**Teacher; After School Child Care P/T OBJECTIVE:** To plan, coordinate, and implement an after school child care program that will provide children and families with comprehensive quality services that meet the needs of working families in compliance with Alaska Child Care Licensing. Hours are approximately 3:30-5:15 daily. **QUALIFICATIONS:** Candidates must demonstrate ability to accomplish the Essential Job Results listed in the detailed job description. Please request a copy or download one at [www.bbna.com](http://www.bbna.com). **Preferred** 12 semester hours of college credit in early childhood development, child development or child psychology or the equivalent or current CDA credential ability. Supervisory experience.  **Job knowledge / documentation required:** Must be at least 18 years old and be dependable, on time, on a regular basis. Candidates must meet the eligibility criteria of the Alaska Barrier Crimes regulations as a prerequisite to hiring; background clearance check including fingerprints. State required health documentation, CPR/First Aide. Previous experience and enjoyment working with school aged children. Ability to communicate effectively, both orally and in writing. Ability to provide positive role model and necessary support to students and parents/guardians. Requires physical ability to walk or run quickly, kneel or sit on the floor, bend, lift and walk over rough or uneven ground, sitting in child sized chairs, exposure to outdoor playground weather, lifting/moving heavy and/or bulky objects or children weighing up to 50 lbs. Familiarity with Bristol Bay area, people and culture. **TO APPLY:** Candidates are asked to provide: 1. A cover letter that demonstrates their understanding and interest in doing this type of work, 2. Fully completed BBNA job application. **WAGES:**  18.26/hr. – 23.62/hr. DOE. **E.E.O.** **REPORTS TO:** Child Care Program Manager. **DUTY STATION:** Dillingham. **CLOSING DATE:** OPEN UNTIL FILLED.

**Manager; Child care program. OBJECTIVE:** To develop and administer a comprehensive full day child development program that will provide children and families with quality services that meet the needs of working families in compliance with Alaska Child Care Licensing regulations. **QUALIFICATIONS:** Candidates must demonstrate their ability to accomplish the *Essential Job Results* stated in the detailed job description. Please ask for a copy. **Job knowledge / documentation required:** Degree in Early Childhood Education or related field. Knowledge and mastery of *Developmentally Appropriate Practices.* Experience coordinating early childhood education, services to children with disabilities, and classroom management. Administrative experience including demonstrated excellent supervisory skills. Candidates must meet the eligibility criteria of the Alaska Barrier Crimes regulations as a prerequisite to hiring; background clearance check including fingerprints. State required health documentation, CPR/First Aide. Ability to coordinate and/or conduct training sessions. Ability to communicate effectively, both orally and in writing. Computer experience desirable. Familiarity with Bristol Bay area, people and cultures. Requires physical ability to walk or run quickly, kneel or sit on the floor, bend, lift and walk over rough or uneven ground, exposure to weather, lifting/moving heavy and/or bulky objects or children weighing up to 50 lbs. **WAGES:** $19.95 - $28.30/hr . **REPORTS TO:** Child Development Department Director. **DUTY STATION:** VAL Family Resource Center,Dillingham. CLOSING DATE: OPEN UNTIL FILLED.

**Head Start Teacher’s Aide** - OBJECTIVE: Assist Teacher in following a daily curriculum of activities and help keep a safe environment for playing and learning for young children. QUALIFICATIONS: Job qualifications are already stated as Essential Job Results in the Job Description. Please ask for a copy or download at [www.bbna.com](http://www.bbna.com). The Essential Job Results are what the employee must be able to accomplish in order to be competent in the job. Past and present Head Start parents are encouraged to apply. Job knowledge / documentation absolutely required: Cleared background check, including fingerprints prior to hire. Have or be willing to obtain CPR / 1st Aide certification. Current physical examination; TB screening; strength and stamina for the physical demands of spending extended time at the children’s level, and lifting and handling equipment, furniture and materials. Familiarity with Bristol Bay area, people, and cultures. DUTY STATION: Dillingham Head Start. REPORTS TO: Regional Sites Manager. WAGE: $13.50-$17.63/hr. CLOSING DATE: Open until filled. EEO

**COMMUNITY SERVICES DEPT.**

**Tribal Administrator - Levelock** **QUALIFICATIONS:** Candidates must demonstrate their ability to accomplish the Essential Job Results stated in the detailed job description. Please ask for a copy or download at www.bbna.com. High School graduate or equivalent. Willingness and ability to learn and achieve training requirements for accountability and management of Tribal pass-through grant funds and use of accounting software program. Ability to work independently, with minimal supervision. Able to complete a variety of asks in an organized manner. Willing/able to travel as necessary. Preferred: Two or more year’s office experience. Supervisory experience/skills. Familiarity with Tribe, Bristol Bay area, people, and cultures. **TO APPLY: Candidates are asked to provide a cover letter and resume along with a fully completed BBNA job application.**  **WAGE: DOE. Administrator I: $38,208/yr (19.59/hr) - Administrator II: $68,340/yr (35.05/hr REPORTS TO:** Accounting & Office Management Specialist at BBNA Regional Office and President or designee at Tribal Office **CLASSIFICATION:** Regular Full-time. 7.5 hours/day. 37.5 hours/week. **DUTY STATION**: Levelock Village Council Office PL 93-638 **CLOSING DATE:** OPEN UNITL FILLED**.**

**Case Worker II – III / Prisoner Reentry Program** **OBJECTIVE:** Assist with or provide, based on level of experience and training, direct client services to Bristol Bay residents, including eligibility determination, continuous case management, and helping clients get access to all services allowable under Federal and State regulations which support finding employment and becoming self- sufficient. **QUALIFICATIONS:**

**Candidates must demonstrate their ability to accomplish the Essential Job Results stated below**. **Job knowledge / documentation required.** **License / Certification:** Current valid Alaska Driver’s License and liability insurance. Background clearance check including fingerprints. Candidates must meet the eligibility criteria of the Alaska Barrier Crimes regulations as a prerequisite to hiring. **Education**: High School Graduate/GED required with at least two year of demonstrated reliability in an office setting. Prefer Associate Degree in Human Services or two years of experience described below. Demonstrated interest in developing skills related to workforce development. **Preferable Experience**: Human services in rural and remote Alaska. At least one year of counseling or intake experience. Case management or eligibility determination in public assistance or any other related field which involved continuous counseling, explaining complex policies, procedures, services, client responsibilities, and teaching of budgeting, interview, work-readiness skills or two years’ experience applying statutes, regulations, program requirements or similar criteria or guidelines. **Computer skills**. Keyboard, MS programs, e-mail/internet. Ability to learn data entry program for casework. Complete achievement of certain of the above specifications may not be required if, in the opinion of BBNA a particular candidate possesses significant offsetting characteristics, such as past accomplishments, experience, education, or estimate of future potential. **WAGES:**  $35,000 – 50,000/yr (17.95/hr – 25.64/hr) DOE **REPORTS TO:** Prisoner Reentry Program Manager **DUTY STATION:** Dillingham **Closes:** Open until filled. **E.E.O.**

**VILLAGE PUBLIC SAFETY OFFICER Funding is limited to two positions.**

**There are currently nine vacancies:**

1. Manokotak
2. Chignik Bay
3. Egegik
4. Port Heiden
5. Iliamna/Newhalen
6. Aleknagik
7. Ekwok
8. Levelock
9. Clarks Point

Determination of duty station will be based on the availability of qualified candidates for job sites. Duty stations will be filled on a “first come first serve” basis. **OBJECTIVE:** Provides a “First Response” to public safety emergencies such as search and rescue, fire protection, emergency medical assistance, crime prevention, basic law enforcement, and follow up written reports**. QUALIFICATIONS:**  Candidate(s) must demonstrate their ability to accomplish the Essential Job Results stated in the detailed job description. Interested candidates should ask for a copy. **Job knowledge / documentation required**: Age requirement is 21 yrs. A strong interest in Public Safety. High-school diploma or GED and preferably post-secondary education. Ability to complete legible written reports within critical timelines. Candidates who are selected for interview will be asked to submit a writing sample during the interview process. Familiarity with lifestyles and cultures in remote Alaska villages. **Training & Time Commitments**: Candidates must be willing and able to complete a challenging nine to ten week curriculum at the VPSO Training Academy in Sitka AK as scheduled by the Dept. of Public Safety. VPSO’s released from the Academy prior to graduation other than for medical reasons or family emergencies may not continue employment. Must also be willing / able to participate in other required training in order to meet established program goals and objectives, trooper law enforcement requirements or training set forth by Council. **APPLICATION PROCESS:** Submit a VPSO *Certification of Eligibility Form* to BBNA Human Resources. (Found at [www.bbna.com](http://www.bbna.com) or request from HR).After eligibility is determined the applicant will then be provided with BBNA’s application for employment form and the *Alaska Police Standards Council form F-3 Personal History Statement*. A detailed background clearance, will be conducted by the AK. Dept. of Public Safety. The *F-3* also requests information needed for the applicant to attend the DPS Academy if hired, in addition to questions routinely asked of BBNA job applicants.   Truthful and full completion of these forms is necessary. The application will be evaluated by BBNA without regard to the applicant’s race, sex, age, color, ethnic or national origin, cultural affiliation, citizenship or religious belief. A Medical Examination Report, (*F-2)* certified by an AK. licensed physician is required following offer of employment. **Wage:** $25.27-$45.55/hr., based on years of service. EEO. OPEN UNTIL FILLED. **FOR MORE INFORMATION**: Explore the Department of Public Safety website, <http://dps.alaska.gov/ast/vpso/about.aspx> or contact Carla Akelkok, VPSO Program Manager at BBNA. 1-800-478-5257.

**FIND OUT ABOUT BEING AN ON - CALL CLASSROOM OR DRIVER SUBSTITUTE:**

There are many different reasons for why people get on the substitute call list. For some, it’s a way to get that foot in the door for regular hours and benefits. For others it’s the opportunity to explore Early Childhood Education as a possible career. Some community members just want to contribute to our future by spending time with the youngest “students”, helping them prepare for the challenges ahead. For those who do, the rewards are in the children’s smiles along with extra cash in the pocket. A Background Clearance process is involved, so if you wish to be on our list, contact Head Start (842-4059; 1-800-478-4059; or HR at the information below) to begin that process. That way you will be ready when the opportunity to sub pops up. **Bus Driver Substitutes:**Requires Alaska CDL w/ School Bus Driver Endorsement.  $15/hr.  Stop by or call Head Start. 842-4059

*For more details or to apply for any of these positions, contact the Human Resources Office at Bristol Bay Native Association, Box 310 Dillingham, AK 99576. Visit* [*www.bbna.com*](http://www.bbna.com) *for full job descriptions, application forms, and a wealth of information. Or, e-mail your request for information to* *okropoff@bbna.com* *or* *rfisher@bbna.com**. Applications can be downloaded, and e-mailed back, scanned and sent, or faxed. We’ll be happy to help.*

*To ensure equal access to all, those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of BBNA’s Human Resources Office. BBNA follows EEO and P.L. 93-638. Indian Preference in hiring as they apply.*

*Phone contacts 1-888-478-5257. Local 842-5257. FAX 1-907-842-5932*

*Wondering if you are qualified? Call and ask. Calls are welcomed. You can speak with someone in HR or talk directly to a Program Manager to find out about the job that grabbed your attention. An entry level job can get your foot in the door and pave the way to more responsibility and pay. Need to prepare a resume? Find out about training? Or, access other help to get a job? Call BBNA’s Workforce Development Department at 1-888-285-2262. Local 842-2262.*