Sitka Tribe of Alaska

Job Description

KINSHIP COORDINATOR

Exempt:	Yes	Grade:	12 ($75,747.14-$84,692.48)
Department:	Legal	Hours:	8 am-4:30 pm
Reports to:	Tribal Court Administrator	Effective Date:	October 2026
Prepared By:	Deputy Legal Director	Approved By:	General Manager

I. SUMMARY

This position is responsible for providing support and navigation services to participants in Tribal Court. Specifically, (a) connecting families with available resources, (b) coordinating home studies for Tribal Court and Healing to Wellness Court, (3) assisting Tribal Court and Healing to Wellness Court parents or families in resolving disputes, implementing parenting plans, reunification plans, or agreements/recommendations to be brought to Tribal Court.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Supervision and Authority

- This position reports to the Tribal Court Administrator and has no direct supervisory responsibilities.

B. Kinship Coordination

- Key responsibilities include case management, assessing family needs, providing education and support, making referrals, maintaining records, and advocating for the family with community agencies like schools and mental health services.
- Provide support and referrals: Connect Tribal Court and Healing to Wellness court participants and family members with relevant community resources, benefits, and support services, and help them navigate the child welfare system, providing information on organizations to help caregivers make an informed choice; locate alternative resources.
- Attend all court hearings.
- Case management: Manage cases, maintain confidential records, write reports, and conduct home visits as needed.
- Advocacy: Advocate for families, particularly in connecting with community resources and attending relevant court proceedings.
- Outreach and education: Present information to families, facilitate support groups, and

provide training on topics related to kinship care and obtaining benefits.

- Collaboration: Work with other STA departments and external agencies to form a coordinated support team.
- Administrative duties: Complete and maintain all required paperwork, reports, and other administrative tasks in a timely and organized manner.
- Assist Tribal Court parties in understanding and complying with court orders.
- Keep Deputy Legal Director and Tribal Court Clerk informed of any case updates and progress that arise.

C. Home Visit Coordination

- Coordinate home studies as needed for Healing to Wellness court cases and Children's Code cases when ordered by the Tribal Court. This includes selecting an outside vendor, ordering and coordinating the study, and submitting it to the Tribal Court.

D. Meetings, STA Reporting and Professional Conduct

- Maintain strict confidentiality for all Tribal Court matters
- Maintain a professional appearance in the community at all times.
- Represent the Sitka Tribe of Alaska and maintain positive relations with other Tribal, state, federal, and local governments, public agencies, Tribal Citizens, the public, and the media.
- Treat STA Council, staff, Tribal Citizens, and the public in a respectful manner.
- Perform other duties as assigned.

III. MINIMUM REQUIREMENTS

A. Education

- Bachelor's degree in Social Work or related field, or
  Any equivalent combination of experience, education, and training (specifically, training in family dynamics, domestic violence, and child development)that provides the knowledge, skills, and abilities necessary to perform the work may be considered in lieu of a degree.

B. Experience

- Two years of work experience in social services or court administration.
- Experience in the human services field, with working knowledge of the legal system, criminal justice system, child custody and best interests, community resources, alcohol/drug abuse dynamics, and mental health system, is preferred but not required.

C. Additional Requirements

- Valid state-issued driver's license and/or the ability to obtain an Alaska driver's license. Must be insurable on the Tribe's insurance policy.

D. Knowledge, Skills, and Abilities:

- Knowledge, skills and ability to provide compassionate services
- Ability to provide culturally relevant support services
- Strong working knowledge of Microsoft Office Word and Excel.
- Ability to communicate effectively both orally and in writing, across various entities
- Detail-oriented with the ability to manage data, files, and reports
- Ability to learn Tribal and State criminal legal systems
- Ability to learn case management
- A measure of flexibility to attend to hearings or family needs outside of regular work hours.

IV. PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- Understanding of the Native Community in Sitka
- Previous experience working for a Tribal government
- Knowledge of substance abuse, addiction, and recovery

V. PREFERENCE

Tribal Citizen and Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

VI. ADDITIONAL

A. Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints, and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense;
- Who has been found guilty of or pled guilty or no contest to two misdemeanors or one felony crime involving any crimes of violence, crimes against persons, offenses committed against children, sexual assault, molestation, exploitation, contact, or prostitution;
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness; or
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or child.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

B. Drug and Alcohol-Free Workplace

This position is required to comply with the Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.