



NATIVE AMERICAN COMMUNITY SERVICES OF ERIE & NIAGARA COUNTIES, INC.
MICHAEL N. MARTIN, EXECUTIVE DIRECTOR

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Syracuse Office: TBD

JOB POSTING

Equal Opportunity Employer

Position: Parenting in Two Worlds Project Specialist

Type: Full-Time / Hourly / Non-exempt

Salary / Range: \$21.63 per hour

Office: Erie County (Buffalo) – travel required

Summary

Incumbent oversees the coordination of the day-to-day operations of the Parenting in Two Worlds Project across NACS' service areas in upstate New York - primarily Erie, Niagara, Monroe, and Onondaga Counties. Incumbent will ensure the quality-of-service provision by the respective staff and/or contractors employed in the program. All efforts will be performed with understanding of and in accordance with Good Mind principles, while also adhering to the principles of Trauma Informed Care (TIC).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops a work plan to organize and coordinate all informational and training sessions, tracks participants, ensures all tasks are completed, and monitoring required documentation
- Assists in providing the Parenting in Two Worlds or other parenting curricula to families in the program
- Markets the Parenting in Two Worlds Project activities and initiates collaboration and linkages with all service providers that may connect clients to this project
- Visits project sites on a regular and consistent basis
- Identifies needs of the project not covered by the contract and help prepare, submit, and secure grant proposals that meet those needs
- Develops and maintains a data system that assures accurate project information for necessary documentation and recordkeeping, ensuring timely completion of required reporting

QUALIFICATIONS, SKILLS, AND ABILITIES

- Bachelor's degree in Social Work or Human Service or related field of study preferred with two (2) years' experience in child welfare, or a combination of education and work experience
- Knowledge of local area service providers
- Knowledge of local Native American communities
- Regular travel is required
- Must have clean and valid NYS driver's license and carry minimum auto liability coverage of \$100k/\$300k

For consideration send resume to: humanresources@nacswny.org