



## Job Description: Associate

Position associated with the *OCS Diligent Family Searches and Relative Placement Assessments Project* and the *DBH Alaska Partnership Project*

### General Description

The Associate position works under the direction of the Project Managers associated with the *OCS Diligent Family Searches/Relative Placement Assessments (DFS-RPA)* contract from the Alaska's Office of Children's Services (OCS) and the Alaska Partnership Project (APP) contract from Alaska's Division of Behavioral Health (DBH). This position is supervised by one of the firm's principals.

As part of the *OCS Diligent Family Searches/Relative Placement Assessments* contracts, the Associate will participate in select meetings and trainings, help develop and implement processes for the completion of assigned work, conduct internet and telephone searches to identify potential relative placements for children in out-of-home care, and support the completion of home studies of potential placements. This project will be about 80 percent of the Associate's assignment.

As part of the APP project, the Associate will provide as needed support and coordination for teleconferences, in-person meetings, and special projects associated with the final year of a project focused on implementing evidence-based practices in substance abuse and the developing infrastructure needed to support these treatment practices. This project will be about 20 percent of the Associate's assignment.

### Minimum Education/Experience Requirements

The successful applicant will meet the following minimum requirements:

- Master's degree in the human services field or bachelor's degree with three or more years of human services experience;
- Two years' experience providing services that include documentation and client interviews/assessments; and
- Experience working with Alaska Native/American Indian populations.

### Knowledge, Skills and Abilities

The successful applicant will have the following knowledge, skills and abilities:

- Professional:
  - Familiarity with Alaska's mental health and children's services system,
  - The ability to quickly establish positive relationships during telephonic and in-person contacts.
  - Strong web-based research skills,
  - Strong verbal and non-verbal communication skills,
  - The aptitude to thoroughly and accurately complete detailed written documentation of the results of telephonic and in person contacts and meetings,
  - Ability to track complex networks and critically evaluate information to identify accurate and valuable results,
  - Ability to work at an efficient pace and meet high standards of quality assurance,
  - The capacity to maintain confidentiality and privacy as required by law,
  - The willingness to seek additional help/support when needed, and
  - The ability to work both independently and as an active, engaged team member;
- Cultural:
  - Familiarity with Alaska tribes and rural Alaska issues and
  - The capability to work with people from a variety of backgrounds;
- Office:
  - The ability to multitask, organize work and problem-solve,
  - The ability to travel within the state of Alaska as needed,

- Strong skills with Microsoft Word, Excel, and databases in general,
- The willingness to be flexible with workload and schedule, and
- The ability to meet deadlines.

## Compensation & Benefits

- This full-time position works an average of 32-40 hours per week at \$27-34 per hour DOE. Our office hours are 8:30 am to 5 pm, with flexibility available on a pre-approved basis.
- Full-time employees are eligible for the firm's health insurance plan, for which the firm pays 85 percent of costs monthly and the employee contributes 15 percent. Employees are also offered a yearly stipend for eye care.
- Full-time employees receive 24 paid days off per year, which can be used for vacation, sick leave and public holidays. Leave without pay will generally be approved with sufficient notice to arrange project timelines and ensure coverage with other employees.
- Upon successful completion of a six-month's probationary period, full-time employees will be enrolled in the firm's 401K retirement plan. The firm will contribute a sum equal to three percent of the employee's salary every pay period.
- Our firm supports our employees in maintaining a healthy lifestyle. Upon successful completion of the probationary period, employees may choose to enroll in a health club membership, for which the firm will pay \$71/month.
- Our firm supports continuing education. Employees should feel free to request firm funding to attend pertinent, quality trainings and conferences.

## Firm Overview

Agnew::Beck is a multidisciplinary consulting firm based in Anchorage, Alaska and Boise, Idaho. We are skilled in analysis, policy development, planning, public engagement, and project implementation. Over the last fifteen years, Agnew::Beck has successfully supported communities and organizations across Alaska by using its deep and broad experience in rural and urban Alaska, supported by robust project management processes, to meaningfully engage stakeholders in the identification and implementation of viable, strength-focused solutions. Agnew::Beck carefully selects staff who not only have well-honed communication and problem-solving skills, but whose experiences and personal values align with the firm's values of collaboration, communication, transparency and openness, key factors in establishing strong working relationships and trust.

“Engage, Plan, Implement” is our approach to helping people, organizations and communities get beyond ideas to make things happen. Our firm's areas of specialty include:

- Public, Behavioral and Community Health
- Health Systems Assessment + Planning
- Data Analysis, Research + Writing
- Public Policy Analysis + Development

By combining creativity and vision with practical implementation, Agnew::Beck helps clients accomplish short-term objectives and set out a clear path for long-term success. We are committed, passionate, and practical partners, working together to identify and tackle a project's most important issues with smart, effective solutions and with community stakeholders at the center of the process.

Our offices are located in downtown Anchorage, on the corner of 5th Avenue and E Street. For more information about our company, please explore our website at [www.agnewbeck.com](http://www.agnewbeck.com).

### To Apply for This Position

Please submit PDF cover letter, resume and one writing sample: [admin@agnewbeck.com](mailto:admin@agnewbeck.com). Inquiries should be e-mailed. Please, no phone calls. We appreciate your interest.