

Alaska Fellows Program position description

Sitka Counseling and Preventing Services, Inc Family Engagement Fellow

Sitka, AK

This position is part of the [Alaska Fellows Program](#). All fellows live together, “in community,” in their respective host site. Each host site is unique and remarkable.

Fellows receive housing, a \$1200 monthly living stipend and a \$750 relocation stipend. The fellowship includes facilitated and funded opening and closing retreats.

For other questions about the application process, email applications@alaskafellows.org.



Sitka Counseling

SITKA COUNSELING & PREVENTION SERVICES, INC.

Work Term: Sept 1, 2026 through May 31, 2027

Host: Sitka Counseling and Preventing Services, Inc

Location: Sitka, AK

Contact: Amy Zanuzoski 907-966-8237, amyz@scpsak.org

Title: Family Engagement Fellow

Sitka Counseling prevents and reduces the harmful effects of mental illness and substance use in the lives of youth, adults, and families within our community. We provide caring, professional, therapeutic, and preventative services.

Posting Summary

[Sitka Counseling and Prevention Services](#) invites applications for an Alaska Fellow to serve within the agency’s Family Center program. Successful candidates will have appropriate undergraduate education preparation for para-clinical work, preferably with internship or other work experience working with children ages birth to pre-adolescence and their families. The Alaska Fellow role is an excellent source of initial direct service experience for those considering options for careers in

clinical mental health settings, particularly working with children and families. Additionally, the Alaska Fellow will serve in the role of Family Engagement Specialist, expanding opportunities for the agency to interface with caregivers and family members of child clients to facilitate support, psychoeducation, skill-building, and engagement in their child(ren)'s treatment and progress.

Job Duties Summary

The Fellow assists in coordinating daily operations within the agency's Family Center program by facilitating direct services with clients and promoting family/caregiver engagement. In addition to maintaining documentation and administrative duties, the Fellow addresses client skill development objectives and behavior while facilitating direct Therapeutic Behavioral Health Services (TBHS) group and individual services, as indicated in treatment plans, to support client progress. The Fellow will seek and promote ways to increase communication, education, and engagement between the agency and family members/caregivers of Family Center clients. The Alaska Fellow – Family Engagement Specialist will incorporate the principles of trauma-wise care, relationship-based interventions, and tenets of diversity, equity, and inclusion in accordance with agency policies and ensure adherence to all state, federal, licensing, and accreditation guidelines.

Minimum Qualifications

- Bachelor's degree in a discipline relevant to children's behavioral health (psychology, social work, child development, family studies, human services, etc.)
- Work or internship experience supporting, teaching, coaching, or caring for children ages 5-13
- Ability to interpret and abide by complex policies and procedures, treatment plans, and confidentiality standards
- Demonstrated skills in time management, organization, problem-solving, conflict mediation, crisis response, deadline-driven tasks, supervision/leadership
- Willingness and ability to apply theory, clinical supervision, and constructive feedback into practice

Preferred Qualifications

- Working knowledge of child development and trauma-informed care
- Experience supporting emotionally-disturbed children and their families, preferably within a mental health setting, or other relevant direct service work

Duties and Responsibilities:

35% Family Engagement

- Compiles and disseminates a monthly newsletter for clients within Child & Family Service programs directed toward the parents/caregivers of clients as well as community partners, eliciting support and content from Clinicians, Program Manager(s), Case Manager, and other staff. Generate content and professional, dynamic design to this publication no later than the first week of each month.
- Provides and documents billable case management in developing a therapeutic relationship with client families/caregivers, encouraging participation in program offerings for caregivers and learning about individual client/family needs, cultural influences, situations, and histories.

- Plans, promotes, and facilitates family engagement events a minimum of once every trimester (fall/spring/summer) for both children and adults.
- Supports efforts to plan, promote, and facilitate psychotherapy and psychoeducation groups for caregivers offered by the agency, including childcare coverage for parents in attendance.
- Collaborates with community partners (Office of Children's Services, Sitka Tribe of Alaska, Sitkans Against Family Violence, Sitka School District, etc.) to identify and meet needs for local caregiver/family education regarding behavioral health, trauma-wise interventions, child development, and trust-based, relational interventions.
- Represents the agency on community committees and task forces relevant to family engagement, as assigned.

65% *Provision of Direct Services*

- Ensures the physical and psychological safety of clients and staff throughout their experience with the agency, its personnel, its facilities, and its programming.
- Facilitates group or individual therapeutic activities focused on healthy socioemotional development and life skills as prescribed by individual treatment plans for children ages 5 through early adolescence.
- May be assigned to provide in-school support for elementary-aged clients to assist them with regulation, focus, and engagement in the school day's activities as an individual TBHS service.
- Assumes roles of session lead (floor supervisor) as scheduled, requiring material preparation, curriculum review, and task assignment to Direct Service Providers (DSPs) and Clinical Associates (CAs). Resolves minor problems and challenges that arise during session and updates supervisor, Clinicians, or Case Manager as appropriate.
- Assists in the training and on-boarding of new staff.
- Determines appropriate activities and lesson plans for each group TBHS session and client placements within those activities and groups based on individual treatment plan goals and objectives, client progress, and other considerations of fit and appropriateness.
- Facilitates group and/or individual therapeutic behavioral health service (TBHS) activities, as well as intensive outpatient services for clients with highly structured sessions.
- Provides general direction, support, and feedback to DSP personnel during TBHS sessions, teaching and modeling effective practices in the facilitation of activities and interaction with clients and providing policy and procedure guidance.
- Identifies and oversees interventions for clients in crisis or dysregulated states, including approved restraint maneuvers as a last resort, notifying administrative or clinical staff if additional support is needed on the floor. Ensures that any events requiring an incident report are properly documented and then submitted through the client's Directing Clinician and Program Manager to the Clinical Director within 24 hours.
- Documents clinical progress and relevant client information in accordance with state and federal regulations within the specified timeline following date of service.
- Maintains familiarity with individual client treatment plan goals, objectives, and interventions, providing feedback to Clinicians and Case Manager for treatment plan reviews and revisions. Provides consultation regarding observations about behavior and progress of individual clients in TBHS services prior to individual treatment reviews.

- Transports clients to and from services in agency vehicle, maintaining appropriate documentation of transport and monitoring general operability of vehicles (such as refueling and reporting maintenance issues).
- Participates in weekly departmental meetings to provide and acquire input and updates regarding client progress, treatment plans, referral needs, continuing care plans, clinical recommendations, interventions and activities, and administrative matters.
- Engages in weekly supervision with immediate supervisor and intermittent clinical supervision with Clinician(s) and Program Manager.
- Completes all required continuing education, trainings, certifications, departmental in-services, team-building exercises, and other professional development appropriate for the position.
- Other duties as assigned by supervisor(s) relevant to the effective administration of the program's services.

Other Functions:

- Familiarizes others with all agency policies and procedures, ensuring compliance
- Ensures fidelity of programming structures and curriculum
- Fosters a supportive and inclusive climate, both for clients and for staff
- Utilizes the agency's full value contract to address concerns and interpersonal conflicts, serving as a first-line mediator as appropriate
- Adheres to agency client confidentiality policy and ethical code
- Sustains a positive and collaborative group dynamic amongst staff and strengthens team cohesion
- Upholds and protects the therapeutic environment

Mental Demands of this position

Knowledge of and ability to utilize conflict resolution skills with staff and client population, proficient oral and written communication skills, ability to complete and present comprehensive written evaluative reports, ability to apply sound clinical and therapeutic judgment under stress, ability to work with a multi-cultural clinical population, ability to multi-task, ability to work efficiently under time demands.

Physical Demands of this position

This position consists of light work (exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently), consistent attendance, attention, climbing stairs, bending, stooping, crawling, crouching, kneeling writing, reaching, sitting for prolonged periods of time, driving, walking, reading, seeing, typing, listening for prolonged periods of time, and ability to operate a computer. May require occasional physical crisis prevention intervention, which includes holding, guiding, and physical CPI-trained restraint of a child (as a last resort).

Additional Requirements

- Criminal background check and cleared drug screen
- Valid driver's license
- First Aid/CPR certification (can be obtained upon hire)
- Computer literacy with preferred typing ability

Work Authorization: Please note that Sitka Counseling cannot sponsor a visa, but has worked with fellows on student visas (OPT extensions) in the past.

To Apply: Please complete the google form linked [HERE](#) including submitting all requested application materials.

Application Materials:

Please submit a resume and cover letter outlining your interest in the position and any relevant experience plus names and contact information for three references.

Contact Information: Amy Zanuzoski 907-966-8237, amyz@scpsak.org