



Daybreak Star Indian Cultural Center
 Post Office Box 99100, Seattle, WA 98139
 Phone: (206) 285-4425 Fax: (206) 282-3640

JOB ANNOUNCEMENT

JOB TITLE:	CASE MANAGER		
PROGRAM:	Youth Home	FLSA STATUS:	Non-Exempt
LOCATION:	Labateyah Youth Home	WORK SCHEDULE:	Full Time
REPORTS TO:	Labateyah Director	PAY RANGE:	\$45,000 / DOQ

The United Indians of All Tribes Foundation (UIATF) is a non-profit organization working to provide vital social, cultural, and educational services to Seattle’s American Indian/Alaska Native community.

POSITION SUMMARY: The Case Manager assists the Program Manager in fulfilling the goals and objectives of the Youth Home, including conducting resident intakes and assessments, developing and monitoring individual service plans for residents. This position provides residents with assistance in crisis management, overcoming obstacles to goals with regard to education, employment, housing and personal issues and makes referrals for other services, as needed

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Facilitates youth resident’s evaluation and intake process, recruitment, orientation and develops diagnostic summary and individual service plans, as needed.
- Facilitate case staffing within 72 hours on initial placements and conduct on-going staffing on residents, as needed.
- Maintain adequate and timely documentation keeping all files and charts current, including goal progress, rent savings deposits, admissions and exits, etc.
- Facilitate referrals to mental health therapists, chemical dependency professionals, medical specialists and others.
- Participate in trainings/in service both inside and outside of the agency, as required by contracts.
- Compile monthly reports in compliance with contract requirements and other data, as needed for agency consolidated reports.
- Provides orientation to Youth Advocates and assists Manager in fulfilling goals and objectives of program, as required.
- Provide support through role-modeling responsibility and healthy attitude.
- Provide Youth Advocacy by establishing and monitoring youth academic achievement and gainful employment.
- Perform data entry and reporting through Safe Harbors Data Collection System.
- Participate in various training activities and cultural activities, as required.
- Ability to work independently to meet deadlines and provide timely follow-up.
- Must be available to work within flexible schedule, which may include evening and weekends.
- Demonstrated crisis intervention skills.
- Computer skills required.
- Ability to meet and deal with a diverse population.
- Ability to work with others in a team to reach goals/further mission, as well as provide support to other team members.
- Occasionally may be called upon to fill in for a Youth Advocate shift.
- Other duties, as assigned.

QUALIFICATIONS:

- Must possess excellent communication skills, verbal and written.
- Must have knowledge and understanding of addictions and recovery process.
- Possess knowledge of and cultural sensitivity to the needs of Native American Youth.
- Ability to work with diverse populations, specifically the urban Native population, including knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience.
- Must pass a criminal background investigation.
- Must have Negative results to a pre-employment drug screen test.
- Must have a Valid Driver’s license

PREFERRED QUALIFICATIONS:

- Masters or Bachelors Degree in Social Work or a related field preferred.
- Minimum of three years successful experience working with youth from diverse backgrounds providing crisis intervention counseling and case management.
- Experience in residential program setting preferred.

AMERICANS WITH DISABILITY SPECIFICATIONS

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

- Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is not exposed to weather conditions.

<p>Internal Job Posting: May 5, 2017 Released to the Public: May 5, 2017 Closing Date: Posted, until filled.</p>	<p>APPLICATION PROCEDURE Submit updated resume and letter/email of interest to: Email: jobs@unitedindians.org</p>
<p>COMPENSATION: DOE plus excellent benefits package</p>	<p>APPLICATIONS FOR EMPLOYMENT can be obtained at: Daybreak Star Indian Cultural Center: Human Resources Or click on fillable form: <u>COMPLETED APPLICATION</u></p>
<p><i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i></p>	<p>SUBMIT APPLICATION TO: jobs@unitedindians.org or send to United Indians of All Tribes Foundation Daybreak Star Indian Cultural Center PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640</p>