



JOB ANNOUNCEMENT

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| JOB TITLE: | Elder | | |
| PROGRAM: | Ina Maka Family Program | FLSA STATUS: | Non Exempt |
| LOCATION: | Daybreak Star Indian Cultural Center | WORK SCHEDULE: | .75 FTE |
| REPORTS TO: | Ina Maka Program Manager | PAY RANGE: | \$20.50 |

JOB PURPOSE: The Program Elder will visit program participants in their homes and work with each parent partner to provide culturally appropriate teachings to families. They will work with parents and/or caregivers of American Indian / Alaska Native and Native Hawaiian/Pacific Islander children from prenatal to five. The program Elder will partner with our parent educator team to support them in their work with families and provide guidance and wisdom based on their cultural knowledge and experience. The Elder will also assist in family recruitment, program development, and community engagement activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work with and support Parent Partners as they manage their caseload of families in the home visitation program.
- Provide guidance regarding the development and implementation of cultural enhancements for home visitation program.
- Offers support and expertise in knowledge of cultural activities and traditions for the American Indian / Alaska Native and/or Native Hawaiian/Pacific Islander community.
- Coordinates with Parent Partners to go on home visits with participants for the purpose of observing, sharing available resources, and working on critical skills with parents and caregivers.
- Participate in staff development meetings to share resources, discuss challenges, and/or improve skills and knowledge.
- Prepare various documents (e.g. instructional materials, observation of the child, health information, etc.) to provide information required for program compliance.
- Reports observations and incidents and participates in data collection activities.
- Effectively listens and shares written and verbal information to ensure language barriers are removed.
- Participate in planning and attend monthly group connections and other family support activities such as parent support groups.
- Assists other personnel as may be required to support them in the completion of their work activities.

QUALIFICATIONS:

- Familiarity with home visitation and social, educational and cultural issues facing Native American and Native Hawaiian /Pacific Islander population.
- Demonstrated ability to work cross-culturally with Native American and Native Hawaiian /Pacific Islander individuals, families and communities.
- Two years of experience working with children and/or families.
- Basic knowledge of child development and milestones.
- Able to model appropriate parent behavioral expectations and ways to verbally and physically interact with children.

- Comfortable working independently and maintain own schedule and contact with Program Coordinator and Manager.
- Must be dependable, able to work on own, and highly motivated.
- Some computer skills with two (2) years' experience with Microsoft Office programs, including Word and Excel required.
- Applicant is required to successfully pass a background investigation, including relevant criminal history.
- Must have own transportation to purchase supplies and host groups at different locations.
- Applicant must have a valid driver's license and auto insurance.

EDUCATION:

- Minimum of a High School Diploma or GED equivalent.

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 50 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.

The noise level in the work environment is usually moderate.

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| <p>JOB POSTING: Internal Job Posting: 1/18/2018 External Job Posting: 1/24/2018 CLOSING: When suitable Applicant hired</p> | <p>APPLICATION PROCEDURE Submit Cover Letter, Resume and Application to: Email: jobs@unitedindians.org</p> |
| <p>Compensation: Depending on Experience Plus: Excellent Benefit Package, after 90 days.</p> | <p>APPLICATIONS FOR EMPLOYMENT can be obtained at: Daybreak Star Indian Cultural Center: Human Resources Or Click on fillable form link: <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> |