



JOB ANNOUNCEMENT

JOB TITLE:	Home Visitor		
PROGRAM:	Family Services	FLSA STATUS:	Exempt
LOCATION:	Daybreak Star Indian Cultural Center	WORK SCHEDULE:	Full Time
REPORTS TO:	Ina Maka Program Manager	PAY RANGE:	DOE

JOB PURPOSE: To partner with urban Indigenous parents and caregivers from pregnancy through kindergarten entry to provide them with skills, support, and resources so that their children are ready for school and have the foundation to lead a happy and successful life.

DUTIES AND RESPONSIBILITIES:

- Maintain a caseload of 10-15 families and visit them in their homes two times per month (45-90 minutes per visit).
- Share and promote effective parenting and healthy child development tools and resources related to child’s language, cognitive, social, and motor development.
- Use the Parents as Teachers *Foundational and 3-K Curriculum* to plan and deliver home visiting services, including personal visit plans and other required forms to document family information and data.
- Utilize supplemental curriculums such as Positive Indian Parenting and/or Promoting First Relationships to provide high-quality, culturally-relevant services.
- Adequately prepare for all personal visits, which includes reading appropriate parent educator resources, printing relevant handouts and gathering materials for parent-child activities.
- Clearly document details of each visit, assessment, screening, follow-up resources, etc. on forms and enter into data system within 48 hours of each visit.
- Organize and inventory all program-related supplies and materials.
- Participate in staff bi-weekly staff meetings to share resources, discuss challenges, and/or improve skills and knowledge.
- Screen children and caregivers periodically for educational, hearing and visual development and/or relevant adult screeners to refer to appropriate resources when necessary.
- Work with team to update recruitment plan and strategies and coordinate client recruitment efforts.
- Assist in planning and hosting monthly group connections and other family activities.
- Participate in program improvement planning including CQI projects and evaluation activities.
- Meet with supervisor or consultant a minimum of twice monthly for reflective supervision sessions, and as necessary to discuss procedures, protocol and other administrative processes to ensure quality record keeping and data entry.
- Complete annually required competency-based professional development hours to remain a certified Parents as Teachers Home Visitor as well as to meet funder and program requirements and continue to build critical skills to provide high-quality culturally-based home visitation services.
- Assist in developing and maintaining a current community resource network system that includes all necessary information to link families to identified supports and services as needed.
- Assist in planning and hosting communitywide cultural events at Daybreak Star.
- Demonstrate regular and prompt attendance to ensure a consistent focus on family support.
- Perform other duties as assigned.

GENERAL QUALIFICATIONS:

Education / Experience

- Minimum of a High School Diploma or GED equivalent.
- Obtain and maintain Parents as Teachers certification.
- Experience in early childhood and/or parent education with basic knowledge of child development and milestones.
- Strong computer skills with three (3) years' experience with Microsoft Office programs including Word and Excel required.
- Bachelor's Degree with emphasis in early childhood and/or parent education or five years relevant experience **preferred**.
- American Indian / Alaska Native or Samoan / Tongan or other Pacific Islander language skills **preferred**.

Knowledge / Skills / Abilities

- Knowledge of the strengths and challenges facing the American Indian / Alaska Native and Native Hawaiian / Pacific Islander communities.
- Skills in communication, group facilitation, organization and problem-solving.
- Ability to communicate fluently in oral and written English; build personal and organizational sensitivity towards diverse cultural, socio-economic and lifestyle backgrounds.
- Able to model appropriate parent behavioral expectations and ways to verbally and physically interact with children.
- Adept at working cross-culturally with Indigenous individuals, families, and communities.
- Have the skill to work independently, maintain a consistent schedule and maintain regular contact/coordination with program manager.

Mental / Physical / Environmental Demands

- Maintain emotional control under stress.
- Ability to reach out for help to supervisor and peers when dealing with difficult situations.
- May be exposed to outdoor weather conditions during portions of work day.
- Needs to move about inside the home, apartment, or office to engage with children and families.
- Frequent standing, stooping, bending, pulling and pushing.
- Frequent moving of small bins of supplies, toys, files, and binders.
- Occasional requires lifting up to 25 pounds.
- Occasional prolonged and irregular hours.
- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Ability to organize and prioritize work schedules of others on short-term basis.
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.
- Must pass a background investigation, including relevant criminal history.
- Valid driver's license and auto insurance required.
- Own transportation to visit families in their homes, purchase supplies, and host groups at different locations required.
- Must be available for initial one week travel for Parents as Teachers training. Approximately 10% voluntary travel available.

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.

<p>JOB POSTING DATE: CLOSING DATE: until filled</p>	<p>APPLICATION PROCEDURE Submit Cover Letter and Resume to: Email: jobs@unitedindians.org</p>
<p>COMPENSATION: DOE, plus excellent benefit package provided</p>	<p>APPLICATIONS FOR EMPLOYMENT can be obtained at: Daybreak Star Indian Cultural Center: Human Resources Or click on fillable form link: COMPLETED APPLICATION</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>