



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

## JOB ANNOUNCEMENT

<b>JOB TITLE:</b>	<b>Case Manager</b>		
<b>PROGRAM:</b>	<b>Family Services</b>	<b>FLSA STATUS:</b>	Exempt
<b>LOCATION:</b>	Daybreak Star Indian Cultural Center	<b>WORK SCHEDULE:</b>	Part-time
<b>REPORTS TO:</b>	Program Manager	<b>PAY RANGE:</b>	Depending on Experience (DOE)

**JOB PURPOSE:** The Case Manager is responsible for ensuring all contract deliverables are met through program planning, monitoring client enrollment, support services and data collection for clients and program participation. This position will approve all paperwork for supportive services, and ensure necessary documentation is verified per program policy. This position is expected to maintain a high standard of professionalism, confidentiality and esteem building interactions with clients, staff and agency partners in accordance with UIATF policies. The position will maintain consistent and open communication with supervisor, peers, and other key staff to build and maintain relationships with partners and outside agencies.

The Homelessness Prevention Case Manager is responsible for providing short term case management and prevention services to youth, young adults and young families. Case management is goal-based, strength-based, participant-directed and focused on supporting clients in creating housing stability for them and, when present, their families. This position, under supervision of the Family Services Program Manager, is responsible for providing financial support to clients to prevent movement into homelessness. Other responsibilities include client advocacy, developing community linkages and resource referrals for youth, young adults and families facing imminent homelessness. Community outreach to schools, businesses and other organizations interested in helping youth may be required.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enroll youth, young adults and families facing imminent homelessness into case management as needed.
- Provide direct case management services to clients that are eligible for enrollment.
- Provide necessary referrals for services or agencies specifically designed to help clients meet their goals.
- Help clients identify specific needs that will prevent homelessness and stabilize housing and create specific goals to support this.
- Monitor and implement file system to ensure adequate records are maintained and secured.
- Assist clients in developing and meeting their individual goals.
- Ensure effective relationships with Case Managers, participants, families, co-workers and collaborators.
- Attend relevant agency and funder sponsored meetings
- Maintain data collection and case records as required by the agency.
- Create necessary forms and documentation relevant to objectives for clients.
- Other duties include implementing training initiatives, operational assignments, development of program procedures, and/or follow up with correspondence to funders

### QUALIFICATIONS:

- Ability to work independently and as a member of a team or leading a team.

- Demonstrated ability to communicate effectively with people from different backgrounds and with diverse communication styles.
- Ability to recognize problems, assess situations, gather relevant information from a variety of sources and respond effectively to identified problem.
- A strong understanding of local systems and awareness of existing resources for clients experiencing imminent homelessness.
- 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 and Native Hawaiian community.
- Successful completion of a criminal background check.
- Valid Washington State Driver's license and current auto insurance
- Must have own reliable transportation to travel to meetings with providers and clients.

**EDUCATION:**

- Master in Social Work or a related field and 1-3 years work experience
- Bachelor's Degree in Human Services or a related field and/or 3-5 years work experience.

**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.

The noise level in the work environment is usually moderate.

<p><b>JOB POSTING DATE:</b> Internal Job <b>CLOSING DATE:</b></p>	<p><b>APPLICATION PROCEDURE</b> Submit cover letter and resume to: Email: <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a></p>
<p>Compensation: DOE Plus excellent benefit package provided</p>	<p>APPLICATIONS FOR EMPLOYMENT can be obtained at: Daybreak Star Indian Cultural Center: Chrissy Harris Or <a href="http://www.unitedindians.org">www.unitedindians.org</a>: Get involved/jobs/completed application</p>
<p><i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i></p>	<p>COMPLETED APPLICATIONS SUBMITTED TO: <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a>, United Indians of All Tribes Foundation Daybreak Star Indian Cultural Center PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640</p>