



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

JOB ANNOUNCEMENT

JOB TITLE: Daybreak Star Doula Program Manager **DEPARTMENT/PROGRAM:** Family Services
REPORTS TO: Ina Maka Program Manager **STATUS:** FT/Exempt
LOCATION: Daybreak Star Center **GRADE:** \$55,000 DOE

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. Our mission is to provide educational, cultural and social services that reconnect Indigenous people in the Puget Sound region to their heritage by strengthening their sense of belonging and significance as Native people.

JOB SUMMARY:

To develop and implement an indigenous model of full spectrum doula and breastfeeding support services for urban Indian women and their families through the childbearing year.

The ideal candidate is exceptionally organized, capable of managing and prioritizing multiple tasks, collaborative, and maintains a high level of attention to detail.

ESSENTIAL FUNCTIONS:

Program Development and Implementation Planning

- Participate in six-month capacity building activities with funder
- Develop program implementation plan in partnership with technical assistance providers and program director including creating a Theory of Change
- Provide insight and guidance in developing an Indigenous program/model of doula and breastfeeding support

Program Management

- Oversee Daybreak Star Birth Doula Program
- Develop and maintain community relationships with referring providers to ensure smooth service delivery
- Monitor program processes to ensure efficient service delivery
- Provide training and task supervision to MSW Practicum students and volunteers
- Prepare program reports for the program for funders with support from the Family Services Director
- Participates and collaborates with Program Director, Evaluation Team and Technical Assistance in general program activities such as program evaluation, performance measurement reporting, continuous quality improvement or rapid cycle learning and improvement
- Oversee development and implementation of new postpartum support programs such as: parent groups and classes, postpartum doula services, and childbirth education
- Participate in early learning partnerships, coalitions and professional development opportunities

- Participate in advocacy efforts regarding doula and breastfeeding support as well as other services that may benefit current or prospective clients.

Doula Orientation, Support & Supervision

- Conducts and coordinates all home visitor orientation and ongoing training.
- Ensure staff receive culturally appropriate doula and peer breastfeeding training
- Supervise staff to ensure compliance with program practices, values, and standards (cultural relevancy and cultural sensitivity) including regular home visits, availability by text and phone, and follow-up as appropriate.
- Manages, assigns, and enters all incoming referrals for the program in adherence to program standards.
- Responsible for ensuring that all program data collection, completion and entering of all required data including but not limited to direct services, screenings, referrals, goals and correspondence by home visitors are completed and all standards including required formats and timeframes are adhered to.
- Maintains appropriate and professional relationships with all program staff and families through frequent communication via in-person, phone, email, text or other written correspondence.
- Provide reflective supervision to staff (or schedule reflective supervision consultation for staff).
- Plan for professional development and goal setting with staff.
- Completes and implements performance evaluations and related documentation.
- Monitors the quality of service and productivity of staff as defined in program implementation plan.

QUALIFICATIONS:

The minimum education requirements and qualifications for this position are:

- Three years or more of post-graduate case management experience.
- Masters in Social Work, Human Services, or related field.
- License in Clinical Supervision (LICSW) is highly desirable.
- Proficiency with Microsoft Office Applications, especially Excel and Word, social media platforms.
- Writing sample required.
- Must have own transportation to visit clients, purchase supplies, and host groups at different locations.
- Applicant must have a valid driver's license and auto insurance.
- Must pass a background check.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER WORK CHARACTERISTICS

- Ability to plan, coordinate, and organize work projects.
- Facilitation and presentation skills.
- Strong communication and writing skills.
- Experience collaborating with a variety of staff.
- Strong attention to detail.
- Passion for and commitment to the mission of United Indians of All Tribes Foundation
- Adept at working cross-culturally with Indigenous individuals, families, and communities.
- Knowledge of the strengths and challenges facing the American Indian / Alaska Native and Native Hawaiian / Pacific Islander communities.
- Have the skill to work independently, maintain a consistent schedule and maintain regular contact/coordination with program manager.
- Aptitude for solving problems with creativity and resourcefulness.
- Ability to develop positive relationships with clients, providers, staff.

<p>Opening Date: 11/1/18 Closing Date: When suitable applicant is hired</p>	<p>APPLICATION PROCEDURE Submit cover letter and resume to:</p>
<p>Compensation: \$55,000 Annually DOE, plus excellent benefit package provided United Indians of All Tribes Foundation is an Equal Opportunity Employer</p>	<p>United Indians of All Tribes Foundation PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640 Email: jobs@unitedindians.org</p>