



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

JOB ANNOUNCEMENT

JOB TITLE: Ina Maka *On Track* Program Manager **DEPARTMENT/PROGRAM:** Family Services
REPORTS TO: Ina Maka Program Manager **STATUS:** FT – one year only
LOCATION: Daybreak Star Center **GRADE:** \$45,000 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:

The Ina Maka *On Track* Program Manager will create and pilot a community-led and culturally appropriate methodology to make available developmental screenings and ensure successful referrals and resources are available to all American Indian/Alaska Native (AIAN) and Native Hawaiian/Pacific Islander (NHPI) children in King County with the long-term goal of reducing disparities in school readiness. The ideal candidate is exceptionally organized, capable of managing and prioritizing multiple tasks, collaborative, and maintains a high level of attention to detail. Will supervise one staff position.

ESSENTIAL FUNCTIONS:

Program Development

- Develop comprehensive, community-led and culturally appropriate method to offer developmental screenings to all AIAN/NHPI children.
- Build referral/resource networks to help families access critical services with providers they can trust.
- Connect with other providers working with AIAN/NHPI children to conduct developmental and social-emotional screenings themselves if desired, or know that we are available.
- Host and attend community events such as health fairs, powwows, and church nights, and offer developmental and social-emotional screenings with follow-up and connections to resources.
- Find individual families with concerns, and offer developmental and social-emotional screenings in the home or another location of their choosing with follow-up and connections to resources.
- Ensure that developmental and social-emotional screenings, follow-up, and resource connections are conducted in culturally responsive and respectful manners.
- Arrange to meet cultural needs based on screening results should new community needs arise.
- Partner with evaluator to develop evaluation plan.

Program Management

- Develop and maintain community relationships with referring providers to ensure smooth service delivery
- Monitor program processes to ensure efficient service delivery
- 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 and reporting.
- Participate in developmental screening and/or early learning partnerships, coalitions and professional development opportunities

Developmental Screening Staff Orientation, Support & Supervision

- Conducts and coordinates staff orientation and ongoing training
- Supervise staff to ensure compliance with program practices, values, and standards (cultural relevancy and cultural sensitivity) including scheduling appointments, 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 staff 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:

- Bachelor's degree required.
- Three years experience in a related field.
- 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.

Opening Date: 11/1/18 Closing Date: When suitable applicant is hired	APPLICATION PROCEDURE Submit cover letter and resume to:
Compensation: \$45,000 DOE, plus excellent benefit package provided United Indians of All Tribes Foundation is an Equal Opportunity Employer	United Indians of All Tribes Foundation PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640 Email: jobs@unitedindians.org