



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

## JOB ANNOUNCEMENT

**JOB TITLE:** Our Strong Fathers Program Manager  
**REPORTS TO:** Ina Maka Program Manager  
**LOCATION:** Daybreak Star Center

**DEPARTMENT/PROGRAM:** Family Services  
**STATUS:** FT/Exempt  
**GRADE:** \$50,000 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 fatherhood support services emphasizing individualized resource support and facilitated peer parent interactions for urban Indian fathers.

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 model of fatherhood support services emphasizing individualized resource support and facilitated peer parent interactions

#### ***Program Management***

- Oversee Fatherhood Program
- 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, performance measurement reporting, continuous quality improvement or rapid cycle learning and improvement
- Participate in fatherhood / parenting / family support partnerships, coalitions and professional development opportunities
- Participate in advocacy efforts regarding fatherhood support as well as other services that may benefit current or prospective clients.

## **Fatherhood Staff Orientation, Support & Supervision**

- Conducts and coordinates staff orientation and ongoing training
- Ensure staff receive culturally appropriate parenting / fatherhood support 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 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.
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## **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.
- Pass a background check required.

## **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><b>APPLICATION PROCEDURE</b>          Submit cover letter and resume to:</p>
<p>Compensation: \$55,000 Annually, 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: <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a></p>