



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 Navigator
REPORTS TO: Ina Maka On Track Manager
LOCATION: Daybreak Star Center

DEPARTMENT/PROGRAM: Family Services
STATUS: Full Time/Non-exempt
GRADE: \$20 per hour 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* Navigator will assist in the creation and piloting of 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 organized, capable of managing and prioritizing multiple tasks, collaborative, and maintains a high level of attention to detail.

ESSENTIAL FUNCTIONS:

- Support Program Manager in developing comprehensive, community-led and culturally appropriate method to offer developmental screenings to all AIAN/NHPI children.
- Perform developmental screenings as requested by families, providers, and partners.
- Assist families and individuals in accessing appropriate services including navigating through service systems, completing application forms, and providing interpretation and translation for clients as needed and coordinates referrals to services at other community service agencies.
- Outreach to local service partners and school districts to establish network referral and support.
- Conduct outreach to urban Indigenous communities, including creating program materials.
- Maintain and update documentation and records of contacts with students, families, agencies and the public. Collect, enter and compile data for reporting and program evaluation.
- Attends network meetings and in-service trainings and perform other duties as assigned by supervisor
- Maintain an effective system of communication with program partners and families in order to address issues affecting families and engaging them in being resources to other families.
- Maintain appropriate and professional relationships with community partners and clients through frequent communication via in-person, phone, email, text or other written correspondence

QUALIFICATIONS:

The minimum education requirements and qualifications for this position are:

- One to three years experience in a related field.
- Proficiency with Microsoft Office Applications, especially Excel and Word, social media platforms.
- Writing sample 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.
- 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.

Opening Date: 11/1/18 Closing Date: When suitable applicant is hired	APPLICATION PROCEDURE Submit cover letter and resume to: United Indians of All Tribes Foundation PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640 Email: jobs@unitedindians.org
Compensation: \$20 per hour DOE plus excellent benefit package provided United Indians of All Tribes Foundation is an Equal Opportunity Employer	