



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

JOB ANNOUNCEMENT

JOB TITLE:	Family Care Specialist	DEPARTMENT:	Family Services
REPORTS TO:	TBD	STATUS:	Full-Time/Non-Exempt
LOCATION:	Daybreak Star	SALARY:	\$50,000 Annually

The United Indians of All Tribes Foundation is a not for profit organization working to provide vital social, cultural, and educational services to Seattle's American Indian/Alaska Native (AI/AN) community.

The Family Care specialist is responsible for maintaining licensed American Indian/Alaskan Native (AI/AN) and/or culturally relevant homes for children in need of out-of-home placement. The Family Care Specialist recruits, screens, evaluates and retains interested families as Family Care partners. The Family Care Specialist assesses the suitability of interested family's ability to provide quality out-of-home care.

This position is responsible for managing consistent and accurate records to ensure program functions are in accordance with Minimum Licensing Requirements.

ESSENTIAL FUNCTIONS:

- Develops and implements out-of-home placement resources recruitment and retention strategies. Screens and process inquiries using appropriate documentation. Prepares and submits comprehensive home studies with potential placement resources.
- Orient potential Family Care resources on various permanency options and legal responsibility as a licensed out-of-home placement resource.
- Networks and forms relationships with local communities and child placement agencies to develop and maintain culturally diverse placement resources.
- Maintain required documentation and all contact with Family Care families, adhering to agency practice standards and Minimum Licensing Requirements per Department of Children, Youth and Family policy. This includes proper and efficient oversight of and efficient tracking of licensing documents required for licensure and re-licensure.
- Assist with re-licensing for UIATF's Child Placing Agency (CPA) and required licensing reviews.
- Develop working knowledge of all state licensing/certification requirements and laws.
- Represent UIATF at community/professional opportunities including providing presentations promoting UIATF's work in the foster care system. This includes, out-of-home placement, relative care and family home studies.
- Support and maintain strong relationships with Family Care families who are in the licensing process, experiencing crisis, placement moves and permanency opportunities. Support is critical when families are transitioning children/youth into their home(s) including monitoring the placement process.
- Oversee the development, coordination and on-going requirements for foster parent/caregiver education and support to meet licensing/training requirements. This will also include training to support the needs of children/youth in foster care.
- Maintain Family Care records, required forms and reports in a timely fashion. Completing required reporting of Family Care services to appropriate parties.
- In addition to the responsibilities identified above, may be required to perform other duties as directed including administrative tasks, operational assignments, development of program, and/or community relations.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree in Social Work or related field from an accredited institution with 3 to 5 years relevant experience in foster care services or related field.
- Expertise in the areas of out-of-home placement, well-being outcomes for youth in care, family engagement, community support and strength based practices aimed at strengthening families and ensuring child safety.
- Specific experience in successful recruitment and retention of foster families. Broad knowledge of social work practice.
- Knowledge of state and federal laws governing foster family licensing is preferred.
- Knowledge of the Indian Child Welfare Act.
- Demonstrated excellent written and verbal communication skills are critical for this position.
- Ability to assess situations, gather relevant information from a variety of sources and respond effectively to identified problems and present in strong narrative form, while maintaining confidentiality.
- Ability to work with and communicate with diverse populations, specifically the urban AI/AN population.
- Physical requirements include the ability to lift and reach for light objects; ability to type utilizing a computer keyboard, ability to travel to outside locations; ability to work at a computer for extended periods of time.
- Travel required for home visits, meetings and required work meetings. Driving includes use of personal vehicle which requires insurance and valid driver's license.
- Successful completion of a criminal background check.

<p>JOB POSTING DATE: 7/22/19 CLOSING DATE: until filled</p>	<p>APPLICATION PROCEDURE Submit Cover Letter and Resume to: Email: jobs@unitedindians.org</p>
<p>COMPENSATION: \$50,000 annually, plus excellent benefit package provided</p>	<p>APPLICATIONS FOR EMPLOYMENT can be obtained at: Daybreak Star Indian Cultural Center: Human Resources online at https://www.unitedindians.org/about/jobs/</p>
<p><i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i></p>	<p>SUBMIT APPLICATION TO: jobs@unitedindians.org or send to United Indians of All Tribes Foundation Daybreak Star Indian Cultural Center PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640</p>