JOB ANNOUNCEMENT

**JOB TITLE:** OLS (Office of Labor Standards) Outreach

**PROGRAM:** NWSP

**LOCATION:** UIATF Columbia City location

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** NWSP Program Manager

**WORK SCHEDULE:** Contract

**PAY RANGE:** Depending on Experience (DOE)

**JOB PURPOSE:** The Outreach Specialist will be responsible for outreach activities, providing labor standards training activities to educate King County Native American workers and service providers about Office of Labor Standards ordinances. This position will also be responsible for supporting Veterans, Elders and Vulnerable adults seeking Government benefits, or needing assistance with their current benefits. This position is expected to maintain a high standard of professionalism, confidentiality and esteem building interactions with clients, staff and agency partners in accordance with UIATF policies. The position will maintain consistent and open communication with supervisor, peers, and other key staff to build and maintain relationships with partners and outside agencies.

As a leader on wage, labor, and workforce practices that enhance equity, address wage gaps, and create fair and healthy economy for workers, businesses and residents, the City of Seattle created a new Office of Labor Standards (OLS). OLS is mandated to implement the city’s labor standards for Minimum Wage, paid sick and safe time, wage theft, Fair Chance Employment (limiting the use of conviction and arrest records in employment decisions), secure scheduling, hotel employees protections ordinances, domestic workers ordinance, commuter benefits ordinance, transportation network company legislation and other laws that the city may enact in the future.

The Veterans, Seniors and Human Services Levy connects servicemembers and veterans, residents age 55 or older, and vulnerable populations to programs and services that help them live healthy, productive and meaningful lives. It helps individuals and families transition to affordable housing, get job training, find employment, receive behavioral health treatment, and more.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Tabling at United Indians of All Tribes Foundation, partner agencies, and community events to talk about Seattle Labor Rights and Government Benefits.
- Communication Activities: able to maintain website outreach on social media account for the UIATF OLS and VSHSL, post events and upcoming workshops with the use of Facebook, Twitter, Instagram, and What’s APP messages.
- Provide direct case management services to clients.
- Monitor and implement file system to ensure adequate records are maintained and secured.
- Become familiar with Seattle Labor Standards Ordinances for employee rights.
- Become familiar with the King County Veterans, Seniors and Human Services Levy and Department of Social and Health Services Working Connections site.
- Ensure effective relationships with UIATF staff, OLS, DSHS and greater King County community
- Oversee and submission of COEF Quarterly Qualitative Reports to Office of Labor Standards.
- Protect data of clients applying online for Government Benefits.
- Create necessary forms and documentation relevant to objectives for promoting workshops, trainings, staff trainings, Seattle Labor standards training, DSHS updates and one-on-one worker follow ups.
• Oversee the development of tracking participants for community events and trainings on Labor Standards.

QUALIFICATIONS:
• Comfortable assisting Seattle of Labor Standard in following OLS regulations servicing Native American workers in King County.
• Capable of assisting individuals in applying online for Government Benefits.
• Demonstrated advanced experience in public speaking, scheduling events, and establishing new partnerships.
• Ability to work independently and as a member of a team or leading a team.
• Demonstrated ability to communicate effectively with people from different backgrounds and with diverse communication styles.
• Ability to recognize problems, assess situations, gather relevant information from a variety of sources, and respond effectively to identified problem while assisting with communities that may not know new ordinance changes in Labor standards.
• A strong understanding of local systems and awareness of existing resources for Washington employees for Seattle Labor Ordinances.
• Knowledge of services available through DSHS.
• Ability to work with diverse populations, specifically the urban Native population, including knowledge of Native American history, and an understanding of the diversity of the local American Indian/Alaskan Native and Native Hawaiian community.
• Successful completion of a criminal background check if offered an interview.
• Valid Washington State Driver’s license and vehicle to travel to trainings.

DESIRED QUALIFICATIONS
• Professionals with experience working with Native American/Alaska Natives in urban communities.
• Ability to lead, plan, organize, and implement outreach activities to target Native American/Alaska Native workers in King County.
• Must be enthusiastic, energetic, reliable, trustworthy and willing to put forth a good effort.
• Ability to work as a member of team and ability to accomplish tasks with little supervision.
• Strong organizational and communication skills.
• 1 year experience in outreach activities or equivalent experience.
• Knowledge of Seattle Labor Standards Ordinances or familiar with fair employment and employee rights to labor standards.
• Knowledge of DSHS and benefits available to all residents of King County.
• Ability to analyze written and oral information.
• A strong understanding of local systems and awareness of existing resources for low income populations.
• Staff must attend all staff meetings and trainings.
• Meet/communicate regularly with Program manager regarding concerns, updates, and challenges.
• Valid WA State driver’s license.
• Job offer is contingent upon review of driving records, subject to compliance with Seattle Fair Chance Employment Ordinance SMC 14.17, regarding use of conviction and arrest records in employment decisions.

EDUCATION:
• Associates degree in a related field and/or 2 years experience.
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<tr>
<th>JOB POSTING DATE: May 13, 2020</th>
<th>APPLICATION PROCEDURE</th>
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<tbody>
<tr>
<td>CLOSING DATE: When suitable applicant is hired</td>
<td>Submit cover letter and resume to:</td>
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<td></td>
<td>Email: <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a></td>
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<th>Compensation: DOE Excellent benefit package provide.</th>
<th>APPLICATIONS FOR EMPLOYMENT can be obtained at:</th>
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<tr>
<td></td>
<td>Daybreak Star Indian Cultural Center via Chrissy Harris or <a href="http://www.unitedindians.org">www.unitedindians.org</a>: Get involved/jobs/completed application</td>
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**United Indians of All Tribes Foundation is an Equal Opportunity Employer**

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<th>COMPLETED APPLICATIONS SUBMITTED TO:</th>
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<td><a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a></td>
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<tr>
<td>United Indians of All Tribes Foundation</td>
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<tr>
<td>Daybreak Star Indian Cultural Center</td>
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<tr>
<td>PO Box 99100; Seattle, WA 98139</td>
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<td>Fax: (206) 282-3640</td>
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