



## JOB ANNOUNCEMENT

<b>JOB TITLE:</b>	<b>Native Veterans Pathfinder Program Manager</b>		
<b>PROGRAM:</b>	Native Veterans Pathfinder Program	<b>FLSA STATUS:</b>	Exempt
<b>LOCATION:</b>	Daybreak Star Indian Cultural Center	<b>WORK SCHEDULE:</b>	Full-time
<b>REPORTS TO:</b>	Executive Director	<b>PAY RANGE:</b>	DOE

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

Most programs targeting Native Veterans are based on perceived needs from an outside perspective, without direct surveying of the cultural elements, social upbringing and unique challenges that impact Veteran tribal members’ health and wellbeing. The UIATF Native Veterans Program researched needs and wants of Native Veterans from the Veterans themselves, in order to design and implement a set of services that will most effectively serve and benefit these individuals and their families.

### Primary Responsibilities

As a Program Manager with UIATF, the incumbent’s primary responsibility is to work with the Executive Director, local tribal agencies and state and local agencies to conduct rapid evidence reviews to inform institutional decision making of Native Veterans’ needs; providing both direct and referral social services to King County Native Veterans and their families; promoting the visions and goals of UIATF Native Veteran’s in a culturally appropriate manner; being a collaborative partner with all tribes in and around King County; and development of methodological practices for the program. Successful program applications will include publishing manuscripts and presenting findings in multiple platforms with UIATF permission.

Additional duties and responsibilities may include:

- Coordinating with Executive Director to determine optimal/maximum Native Veterans program objectives
- Conducting research through interviews, questionnaires, surveys, etc., on the needs of Native veterans, identifying services within UIATF and without to serve needs identified by the Native Veterans themselves, and relevant communication
- Analyzing collected data, determining key areas of need, and identifying opportunities for service delivery improvements to Native Veterans
- Documenting and presenting findings to Executive Director, colleagues and relevant public and private audiences in multiple formats
- Conducting recruitment outreach activities
- Planning and implementing program activities
- Traveling and attending Tribal Veterans administration meetings, tribal councils, and other Veteran serving agencies
- Supervising and managing program staff and volunteers
- Managing annual budget in coordination with Executive Director

- Setting and clarifying reporting deadlines, and ensuring all goals and requirements are met and communicated
- Ensuring confidentiality and privacy of clients are protected
- Planning daily, weekly, monthly and yearly program activities and goals, and ensuring program service delivery measures are met
- Coordinating with other relevant UIATF programs and services teams to serve Tribal Veterans clients
- Monitor all staff activities according to existing policies
- Evaluate program and activity performance and maintain competency in all organization policies
- Attend meetings with public and private organizations as needed, and forward information and requests
- Evenings and weekends may be required
- Other duties as assigned, including roles related to future UIATF fundraising, cultural and community events

## Preferred Qualifications

- Native American/Alaska Native hiring preference
- Military service preferred
- Bachelor's Degree preferred, or AA degree with at least 3 years professional experience in the social service field
- Well-versed in Native cultural norms, with an understanding of Native Veteran issues, paying close attention to sensitive situations
- Excellent organizational, time and personnel management, and communication skills
- Experience working in any of the following fields: social services, adult primary care, health promotion, chemical dependency, care interventions, or indigenized service delivery
- Experience presenting research results to both small and large audiences
- Demonstrated ability to organize and maintain quality research data, using methods that protect client confidentiality and privacy
- Demonstrated ability to interact and connect with individuals, using active listening, empathy, and understanding
- Strong written and verbal communication skills; a writing sample is required prior to interview
- Able to work independently and maintain professional boundaries and confidentiality
- Proficiency using computers, video conferencing, email, and online research tools required
- Proficiency using Microsoft Office Suite, including SharePoint, Microsoft Teams, etc.
- Ideal candidate will be self-motivated, with keen attention to detail, and the ability to diplomatically work with sensitive clients

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the employee may need to stand, walk or sit for prolonged periods of time, in an office or other professional environment. The employee must be able to occasionally lift and/or move up to 20 pounds. Reliable transportation is required for weekly, job-related, local travel.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.*

**OPENING DATE: 9/6/20**  
**CLOSING DATE:** Until Filled

*United Indians of All Tribes Foundation  
is an Equal Opportunity Employer*

**APPLICATIONS FOR EMPLOYMENT** can be obtained at [www.unitedindians.org/about/jobs](http://www.unitedindians.org/about/jobs) , please submit with a resume and cover letter to [jobs@unitedindians.org](mailto:jobs@unitedindians.org) .

Please contact HR for questions : #206-475-1353,  
[msalanga@unitedindians.org](mailto:msalanga@unitedindians.org)