



UNITED INDIANS
OF ALL TRIBES FOUNDATION

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

JOB ANNOUNCEMENT

JOB TITLE:	Kina'ole Program Navigator	DEPARTMENT:	Kina'ole, Family Services
REPORTS TO:	Kina'ole Program Manager	STATUS:	Full-Time/Non-Exempt
LOCATION:	Columbia City UIATF Office	GRADE:	DOE

United Indians of All Tribes (UIATF) is a non-profit foundation that provides social and educational services to American Indians/Alaska Natives in the Seattle area and aims to promote the wellbeing of the Native American community in the area. 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. Our vision is to be a social service provider, community center and cultural home for urban Indians.

JOB PURPOSE: The Kina'ole Program 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 Duties and Responsibilities

- 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
- Coordinate 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 manager
- 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
- Other duties as assigned, including roles related to future UIATF fundraising, cultural and community events
- May be required to work occasional evenings and weekends.

Qualifications

- One to three years of experience in a related field
 - Ability to plan, coordinate, and organize work projects
 - Facilitation and presentation skills
 - Strong communication and writing skills
 - Experience collaborating with a diverse staff across multiple programs
 - Strong attention to detail
 - Passion for and commitment to the mission of United Indians of All Tribes Foundation
 - Adept at working cross-culturally with AIAN and NHPI individuals, families and communities; knowledge of the strengths and challenges facing these 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
 - Proficiency with Microsoft Office Applications, especially Excel and Word, social media platforms.
 - Writing sample required by time of interview
 - 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 investigation, including relevant criminal history

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 will be made to enable individuals with disabilities to perform the essential functions, in compliance with all ADA requirements and guidelines.

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: 10/16/2020
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 , please submit with a resume and cover letter to jobs@unitedindians.org .

Please contact HR for questions : #206-475-1353,
msalanga@unitedindians.org