



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:	Parent Partner / Home Visitor		
PROGRAM:	Family Services	FLSA STATUS:	Exempt
LOCATION:	Daybreak Star Indian Cultural Center	WORK SCHEDULE:	Full Time
REPORTS TO:	Ina Maka Program Manager	PAY RANGE:	DOE

JOB PURPOSE: The Parent Partner will carry a caseload of 10-15 families, visiting them in their homes 2/month to share and promote effective parenting and health child development in the urban Indian Community. They will become certified in the evidence-based curriculum Parents as Teachers, as well as supplemental curriculums to provide high-quality, culturally-relevant services to their clients. The Parent Partner will also assist in family recruitment, program development, and community engagement and program activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works with program parents and caregivers to provide practical information related to child's language, cognitive, social, and motor development.
- Coordinates regular home visits with participants for the purpose of observing, sharing available resources, and working on critical skills with parents and caregivers.
- Participates in staff development meetings to share resources, discuss challenges, and/or improve skills and knowledge.
- Prepares various documents (e.g. instructional materials, observation of the child, health information, etc.) to provide information required for program compliance.
- Reports observations and incidents and participates in data collection activities including data entry, deadlines, and reporting.
- Screens children in program periodically for educational, hearing and visual development to refer to appropriate resources when necessary.
- Effectively listens and shares written and verbal information to ensure barriers are removed.
- Work with team to update recruitment plan and strategies and coordinate client recruitment efforts.
- Assists in planning and hosting monthly group connections and other family activities.
- Participates in program improvement planning including CQI projects and evaluation activities.
- Attends local and national trainings, conferences and other professional development trainings.

- Supports partnerships with community resources.

QUALIFICATIONS:

- Familiarity with home visitation and social, educational and cultural issues facing AI/AN population.
- Basic knowledge of child development and milestones.
- Able to model appropriate parent behavioral expectations and ways to verbally and physically interact with children.
- Demonstrated ability to work cross-culturally with Native American individuals, families, and communities.
- Have the skill to work independently, maintain a consistent schedule and maintain regular contact/coordination with program manager.
- Strong computer skills with three (3) years' experience with Microsoft Office programs including Word and Excel required.
- Applicant must pass a background investigation, including relevant criminal history.
- Must have own transportation to purchase supplies and host groups at different locations.
- Applicant must have a valid driver's license and auto insurance.
- Must be dependable, able to work on own, and highly motivated.
- Five years of relevant experience or college degree **preferred**.
- American Indian / Alaska Native or Samoan / Tongan or other Pacific Islander language skills **preferred**.

REQUIRED EXPERIENCE:

- Minimum of a High School Diploma or GED equivalent.
- Two years of supervised experience working with children.

AMERICANS WITH DISABILITY SPECIFICATIONS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

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

While performing the duties of this job, the employee is not exposed to weather conditions.

The noise level in the work environment is usually moderate.

JOB POSTING DATE: 10/28/2020 CLOSING DATE: until filled	
<i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i>	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