



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

## JOB ANNOUNCEMENT

**JOB TITLE:** Daybreak Star Doula Program Manager    **DEPARTMENT/PROGRAM:** Ina Maka  
**REPORTS TO:** Family Services Division Director    **STATUS:** FT  
**LOCATION:** Columbia City    **GRADE:** \$60,000

The United Indians of All Tribes Foundation (UIATF) is a non-profit organization working to provide vital social, cultural, and educational services to Seattle's American Indian/Alaska Native community.

### JOB SUMMARY:

To develop and implement an indigenous model of full spectrum doula and breastfeeding support services for urban Indian women and their families through the childbearing year.

The ideal candidate is exceptionally organized, capable of managing and prioritizing multiple tasks, collaborative, and maintains a high level of attention to detail.

### ESSENTIAL FUNCTIONS:

#### *Program Development and Implementation Planning*

- Participate in capacity building activities with funders
- Develop program implementation plan in partnership with technical assistance providers and program director including creating a Theory of Change
- Provide insight and guidance in continuing development and maintenance of an Indigenous program/model of doula and breastfeeding support

#### *Program Management*

- Oversee Daybreak Star Birth Doula Program
- Develop and maintain community relationships with referring providers to ensure smooth service delivery
- Monitor program processes to ensure efficient service delivery
- Provide training and task supervision to MSW Practicum students and volunteers
- Prepare program reports for the program for funders with support from the Family Services Director
- Participates and collaborates with Division Director, Evaluation Team and Technical Assistance in general program activities such as program evaluation, performance measurement reporting, continuous quality improvement or rapid cycle learning and improvement
- Oversee development and implementation of new postpartum support programs such as: parent groups and classes, postpartum doula services, and childbirth education
- Participate in early learning partnerships, coalitions and professional development opportunities
- Participate in advocacy efforts regarding doula and breastfeeding support as well as other services that may benefit current or prospective clients.

## **Doula Orientation, Support & Supervision**

- Conducts and coordinates all home visitor orientation and ongoing training.
- Ensure staff receive culturally appropriate doula and peer breastfeeding training
- Supervise staff to ensure compliance with program practices, values, and standards (cultural relevancy and cultural sensitivity) including regular home visits, availability by text and phone, and follow-up as appropriate.
- Manages, assigns, and enters all incoming referrals for the program in adherence to program standards.
- Responsible for ensuring that all program data collection, completion and entering of all required data including but not limited to direct services, screenings, referrals, goals and correspondence by home visitors are completed and all standards including required formats and timeframes are adhered to.
- Maintains appropriate and professional relationships with all program staff and families through frequent communication via in-person, phone, email, text or other written correspondence.
- Provide reflective supervision to staff (or schedule reflective supervision consultation for staff).
- Plan for professional development and goal setting with staff.
- Completes and implements performance evaluations and related documentation.
- Monitors the quality of service and productivity of staff as defined in program implementation plan.

## **QUALIFICATIONS:**

The minimum education requirements and qualifications for this position are:

- Three years or more of post-graduate case management experience.
- Masters in Social Work, Human Services, or related field.
- License in Clinical Supervision (LCSW) is highly desirable.
- Proficiency with Microsoft Office Applications, especially Excel and Word, social media platforms.
- Writing sample required.
- 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.
- Background check required.

## **KNOWLEDGE, SKILLS, ABILITIES AND OTHER WORK CHARACTERISTICS**

- Ability to plan, coordinate, and organize work projects.
- Facilitation and presentation skills.
- Strong communication and writing skills.
- Experience collaborating with a variety of staff.
- Strong attention to detail.
- Passion for and commitment to the mission of United Indians of All Tribes Foundation
- Adept at working cross-culturally with Indigenous individuals, families, and communities.
- Knowledge of the strengths and challenges facing the American Indian / Alaska Native and Native Hawaiian / Pacific Islander 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.

**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.

*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.*

<p><b>OPENING DATE:</b> 5/3/21  <b>CLOSING DATE:</b> Until Filled  <i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i></p>	<p><b>APPLICATIONS FOR EMPLOYMENT</b> can be obtained at <a href="http://www.unitedindians.org/about/jobs">www.unitedindians.org/about/jobs</a> , please submit with a resume and cover letter to <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a> .  Please contact HR for questions : #206-475-1353, <a href="mailto:msalanga@unitedindians.org">msalanga@unitedindians.org</a></p>
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