



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

## JOB DESCRIPTION

**JOB TITLE:** Ina Maka Family Program Manager  
**REPORTS:** Family Services Division Director  
**LOCATION:** Columbia City UIATF Office

**DEPARTMENT/PROGRAM:** Family Services  
**STATUS:** Full Time/ Exempt  
**GRADE:** \$65,000 - \$70,000

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. 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.

### JOB PURPOSE

Reporting directly to the Family Programs Division Director and working collaboratively with all other departments, the Ina Maka Family Program Manager is responsible for efficient and effective administration of the Ina Maka Family Program. The program manager will ensure we provide high quality home visiting services and partner with urban Indigenous parents and caregivers from pregnancy through kindergarten entry to provide them with skills, support, and resources so that their children are ready for school and have the foundation to lead a happy and successful life. Collaboration with other UIATF Program Managers to maintain continuity of care throughout our prenatal through preschool programming at United Indians is essential to the continued growth of our Family Services Division.

The ideal candidate for this position would have a background in home visiting and/or early childhood development. They would approach their work with enthusiasm, humor, compassion and flexibility. This person would know the urban Indian community and be excited at the opportunity to work with a close-knit and passionate team!

### KEY RESPONSIBILITIES

#### ***Program Management***

- Monitor program processes to ensure efficient service delivery as well as alignment with model requirements and the organization's values, including providing culturally responsive services
- Manage regular reporting schedules and requirements for external funders and internal systems
- Ensure programs are providing culturally based programming, work with staff and stakeholders to create cultural modifications, adaptations or enhancements when needed
- Directly supervise the program coordinator and senior home visiting coordinator
- Set up systems and conduct checks to ensure that program data are captured accurately and efficiently
- Ensures Family Group Connection and Native Family Learning Circle activities, including preparation and adherence to the program plan are completed
- Work with Finance department and funders regarding program costs: review invoices and program profit and loss on a monthly or quarterly basis and submit when agreed upon, write annual program budgets and update as needed

#### ***Research and CQI***

- Responsible for the development and oversight of quality measures to provide qualitative and quantitative information regarding progress, outcomes, and stakeholder satisfaction, including foundational grant applications and updates
- Provide leadership for CQI activities, rapid cycle learning and improvement, and rigorous evaluation

(as required or recommended for each program)

- For rigorous evaluation activities: work with outside consultants, technical assistance, contractors, and Family Program Division Program Managers, present the project to various stakeholder groups and ensure the project is conducted in an ethical, culturally appropriate, and community informed manner
- Provide oversight to data collection, management, analysis and submission of required performance measures and associated grant applications

### ***Team Support & Supervision***

- Manage relationships with and provide coaching to program coordinator, home visitors, and Kias to ensure compliance with program practices, values, and standards
- Identify professional development opportunities and required training for program supervisor, home visitors, and Kias
- Ensure active, prepared participation in Reflective Supervision by all employees and provide Reflective Supervision (or contract RS) to program coordinator and senior home visiting coordinator
- Work with Ina Maka Program Coordinator and other staff to complete and implement performance evaluations and professional development plans for staff

### ***Community Relationship Management***

- In collaboration with the Family Program Division Director, develop and maintain community relationships with referring providers to ensure smooth service delivery
- Participate in early learning partnerships, coalitions and professional development opportunities
- Oversee development and implementation of new family support programs such as parent groups and classes, wellness activities, and cultural activities

### ***Other Responsibilities***

- Supports the administrative coordinator in event planning
- Performs other duties as assigned by the UIATF Family Programs Division Director
- Provide regular reporting to the Division Director to ensure effective supervisory support can be organized and regularly provided

This is a full-time 40-hour week position which will report to the UIATF Family Programs Division Director and will oversee a team that includes a program coordinator, a senior home visiting coordinator, five home visitors, and three Kias (grandmothers).

## **QUALIFICATIONS:**

### ***Education & Experience***

- Master's degree in Public Health or Social Work preferred, Minimum of Bachelor's degree.
- Minimum of three years of supervisory experience
- Minimum of three years work experience serving prenatal families, infants, toddlers and their parents who are of high-risk populations.
- Experience and/or knowledge of reflective practices, maternal and infant mental health, home visiting, and other family support approaches and best practices.
- Knowledge of ICWA.
- Strong computer skills with experience with Microsoft Office programs and data management software required.

## **COMPETENCIES**

### ***Core Competencies***

- Effective Communication – clear and concise verbal and written communication to convey substance/intent
- Self-Objectivity – know strengths/weaknesses and seek feedback
- Problem solving and decision making – balance between studying and solving problems, commit to action and use sound judgment
- Relationship Building – initiate contact readily and devote time to maintain
- Drive/Energy – high level of energy and motivation to sustain over time

### ***Position-based Competencies***

- Team management - form team roles, recruit to build effective groups
- Results Orientation - motivated by achievement & maintain appropriate focus on outcomes & accomplishments
- Delegation - entrust work to others w/clear guidelines; empower
- Functional/Technical Expertise – possess relevant knowledge, remain current, serve as resource
- Organizing and Planning – manage time, maximize productivity, and prioritize

***Specialized or unique knowledge, skills or abilities***

- Excellent computer skills, ability to perform data analysis and make data informed decisions desirable both for programmatic and financial decisions.
- Excellent writing and presentation skills desirable
- Knowledge of the strengths and challenges facing the American Indian / Alaska Native and Native Hawaiian / Pacific Islander communities.

**REQUIREMENTS**

- May be exposed to outdoor weather conditions during portions of work day
- Needs to move about inside the home, apartment, or office to engage with children and families
- Frequent standing, stooping, bending, pulling and pushing
- Frequent moving of small bins of supplies, toys, files, and binders
- Occasional requires lifting up to 25 pounds
- Must pass a background investigation, including relevant criminal history
- Valid driver’s license and auto insurance required
- Own transportation to meet with staff, visit families in their homes, purchase supplies, and host groups at different locations required
- Travel within the state and out-of-state travel required
- Will require some evenings and weekends for family and community events

<p>Opening Date: 6/10/2021  Date of first consideration: 6/25/2021  Closing Date: Until filled</p>	<p><b>Submit cover letter and resume to:</b></p>
<p>United Indians of All Tribes Foundation is an  Equal Opportunity Employer</p>	<p>United Indians of All Tribes Foundation  PO Box 99100, Seattle, WA 98139  Fax: (206) 282-3640  Email: <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a></p>