



## **JOB ANNOUNCEMENT**

<b>JOB TITLE:</b>	<b>Foster Care Licensing and Cultural Connections Program Coordinator</b>		
<b>PROGRAM:</b>	Family Services	<b>FLSA STATUS:</b>	Exempt
<b>LOCATION:</b>	Columbia City Offices	<b>WORK SCHEDULE:</b>	Full-time
<b>REPORTS TO:</b>	Family Services Division Director	<b>PAY RANGE:</b>	DOE

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

We are seeking a unique individual to provide leadership and support to United Indians Foster Care Licensing team. Candidates must be able to demonstrate experience, skills and commitment to anti-bias and culturally relevant best practices and integrating indigenous knowledge into home licensing and child placements.

The Program Coordinator has full responsibility for planning and setting objectives, directing and administering the Cultural Connections program and ensuring the involvement of parents/caregivers in every phase of the program. The Program Coordinator is responsible for program planning, program development, program management, program assessment, and on-going community relations. As a foster care licensor, the program coordinator must also assist in the licensing and maintenance of in-home foster care licensing for Native children in the state of Washington.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Daily Operations:**

- Recruitment, retention and ongoing efforts to ensure full enrollment for borrowed bed services;
- Establish and maintain effective communication between DCYF, ICW and program and key stakeholders.
- Preside at various meetings of staff and special committees to obtain guidance; coordinate the activities of these groups to the best interest of the agency and program.
- Develop and maintain clear channels of communication.
- Maintain compliance with DCYF licensing requirements.

#### **Community and Staff Relations:**

- Serve as an advocate for the UIATF Child Placement Agency (CPA). Promote good relations by serving on committees and participating in community activities.
- Attend staff meetings for planning, management and review purposes.
- Work closely with public and private agencies that can provide supporting services to licensed families.
- Attend monthly ICW/DCYF meetings to obtain pertinent program information.
- Share information regularly with supervisor, including budget, activity and ICW and foster care/ kinship care.

#### **Monitoring and Evaluating Services:**

- Follow systems and procedures for monitoring and controlling fiscal and program activities.
- Maintain a process to ensure quality control, including yearly training plans.
- Evaluate data to maintain, correct and/or improve delivery of program services.
- Complete and manage all reporting requirements.

#### **Deliverables for Program Coordinator Include:**

- Retention of licensed foster care homes for placements;
- Recruit, license, orient and supervise foster care homes for borrowed bed services;
- Provide monthly training and/or activities to connect Native foster children with their cultural wisdom;
- Support families with Native foster children in understanding Native culture;
- Work cooperatively with staff to promote a unified team;
- Evenings and weekends maybe required.

- Other duties, as assigned.

## **REQUIRED QUALIFICATIONS:**

### **Your foster home licensor must:**

- Be at least twenty-one years old; and
  - Have a bachelor's degree in social services or related field; or
  - Four years of relevant full-time experience serving children may be substituted for the bachelor's degree with DLR administrative approval.
- Strong knowledge of theories and practices of in-home licensing; Indian Child Welfare and Family/Social Services.
  - Experience in coordination, including program budgets, maintaining records and completing reports.
  - Must have the ability to: write letters and plans; relate well to and coordinate with the people being served; problem solve and communicate effectively; gather and analyze data and make concise, accurate oral and written reports and recommendations; effectively supervise volunteers and to accept supervision.
  - Complete a background check.
  - Intermediate to advanced computer skills, including Internet and email.
  - Must have the ability to lift 50-pounds.
  - Must be free from conviction of child or adult abuse, neglect or exploitation.
  - American Red Cross certification in First Aid and CPR are requirements of the position. You will be provided training and certification for both First Aid and CPR, during probationary period and as required to satisfy current certification requirements.
  - Annual Blood Borne Pathogens training is also required.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to review and prioritize demanding workload while being flexible to emergent/unplanned needs and situations.
- Significant decision making and problem-solving in many areas including supervisory issues, scheduling and provision of program services.
- Manage highly stressful and sensitive situations in a professional manner.
- Interpret and implement complex policies and regulations.
- Work independently and maintain professional boundaries and confidentiality.
- Exercise tact and discretion in all employee interactions.
- Strong organizational and time management skills, ability to meet tight deadlines.
- Prior experience working in the Native American community.

## **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.

**OPENING DATE: June 1, 2021**  
**CLOSING DATE: June 15, 2021**

*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,  
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