



## **JOB ANNOUNCEMENT**

<b>JOB TITLE:</b>	<b>Program Manager Foster Care Licensing</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>	\$52k yr/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 staff and 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 Manager has full responsibility for planning and setting objectives, directing and administering the Foster Care Licensing program and ensuring the involvement of parents/caregivers in every phase of the program. The Program Manager: plans, organizes and monitors program operations, functions, activities, services and staff; is responsible for program planning, program development, program management, program assessment, and on-going community relations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**You must have a program manager available during business hours who meets the qualifications to:**

- Coordinate the day-to-day operations of the program;
- Supervise the case management and direct care staff; and
- Have the responsibility to ensure the completion of each child's plan of care and treatment, if applicable.

**A program manager must also:**

- Have supervisory abilities that promote effective staff performance;
- Relevant experience, training and demonstrated skills in each area that he or she will be supervising or managing;
- Develop policies and procedures per licensing WAC’s with the Division Director’s guidance;
- Direct program operations in a manner consistent with the requirements of contractual agreements, laws, regulations and funding documents;
- Develop financial plans and budgets with the Division Director.

### **Managing the Daily Operations:**

- Support staff in recruitment 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; provide leadership and coordinate the activities of these groups to the best interest of the agency and program.
- Develop and maintain clear lines of authority and 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 boards, committees, and participating in community activities.
- Regularly convene staff meetings for planning, management and review purposes.
- Initiate and maintain needed liaison; and work closely with public and private agencies that can provide supporting services to licensed families.
- Attend monthly Director’s meetings to obtain pertinent program information.
- Share information regularly with staff and other program managers, including budget, activity and ICW and foster care/ kinship care.

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

- Implement systems and procedures for monitoring and controlling fiscal and program activities.
- Implements and maintains an ongoing evaluation process to ensure quality control of the home licensors, including yearly training plans.
- Utilizes evaluation data to maintain, correct and/or improve delivery of program services.
- Complete and manage all reporting requirements.

**Establishing a Leadership Role, which supervises the foster care licensing staff.**

- Recruit, hire, orient and supervise foster care licensing direct service staff.
- Ensure staff meets DCYF licensing standards and staff working on their qualifications and following through with their professional development plan.
- Provide structured staff supervision, annual performance appraisals, and effective communication with an emphasis on team building and positive acknowledgment.
- Work cooperatively with staff to promote a unified team.
- Evenings and weekends maybe required.
- Other duties, as assigned.

**REQUIRED QUALIFICATIONS:**

**A program manager must have education and experience as follows:**

- A master's degree in social services or a closely related field from an accredited school and one year of experience working with children or youth; or
- A bachelor's degree in social services or a closely related field from an accredited school and two years of experience working with children or youth; or
- Five years of successful full-time experience working with children in a relevant field.
- Strong knowledge of theories and practices of in-home licensing; Indian Child Welfare and Family/Social Services.
- Experience in administration, including balancing regulatory requirements with budget constraints and growing community needs.
- Must have the ability to: write grants, 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 professional staff 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: August 27, 2021  
DATE of First Consideration:  
September 7, 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, [msalanga@unitedindians.org](mailto:msalanga@unitedindians.org)