



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

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Community Navigator  
**REPORTS TO:** Executive Director  
**LOCATION:** Daybreak Star UIATF Office

**DEPARTMENT/PROGRAM:** Administration  
**STATUS:** FT exempt  
**SALARY:** \$55K Starting, DOE

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:**

The Community Navigator is both a first point of contact for many clients, as well as an ongoing support provider to ensure clients are aware of, and participating in, the services that fit their needs. Working with the division directors and program managers, the navigator will keep track of current clients across all service fields and provide ongoing coaching and assistance in applications, as well as a reference and contact aid in seeking other services outside of UIATF.

### **ESSENTIAL FUNCTIONS:**

- Creating and scheduling follow up plans with all clients, meeting with them and/or program staff to check on client progress and identify other service needs
- Networking with service providers outside of UIATF, being able to knowledgably refer clients for issues UIATF does not currently offer assistance
- Fostering positive relationships and growth between UIATF staff, clients and community partners, particularly in identifying additional service resources and providers bringing them within the organization-offered service network
- Fielding calls and emails from potential and current clients, providing information on available programs and initiating communication between them and the program staff
- Maintaining and regularly updating a secure database of (voluntarily) all UIATF clients, obtaining the information through regular communication with the programs
- Generating regular reports of overall UIATF service statistics for the Executive Director, including demographics, new clients, referrals, and other information.
- Networking on Apricot across sectors
- Collaborating with the communications team to ensure up to date information on all UIATF websites and social media, and continually work to improve ease of accessibility of all sites
- Follow up on service connections with programs
- Occasional speaking and interacting at events as a UIATF representative
- Other tasks as assigned

### **QUALIFICATIONS:**

- BA preferred, at least three years of experience in a related social work field required, can be substituted with relevant education
- Experience with direct client/customer service via multiple communication mediums
  - Experience with de-escalation and stressful conversations preferred
- Proficiency with Microsoft Office Applications suite required, and accessing and overseeing social media platforms
- Must have a valid driver's license and auto insurance, position will require occasional driving between organization offices
- Able to work a flexible Monday through Friday schedule that will involve office time as well as remote work
- Able to work occasional non-standard work hours or weekend days
- Must pass a background check, including relevant criminal history

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

- Strong communication and writing skills, strong people skills
- Drive to constantly improve services provided and programming that serve King County communities in need
- Adept at working cross-culturally with people of diverse backgrounds, particularly 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 Executive Director and program managers

### **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 25 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.

This job is largely set in standard office settings and group/classroom settings, with coworkers, clients and families regularly present. 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: 10/06/2021**  
**CLOSING DATE:** Until Filled

*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)