



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

JOB ANNOUNCEMENT

JOB TITLE: INA MAKA Program Supervisor

PROGRAM:	Family Services Division	FLSA STATUS:	Exempt
LOCATION:	Columbia City	WORK SCHEDULE:	Full-time
REPORTS TO:	Family Services Division Director	PAY RANGE:	\$55k 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 Ina Maka Senior Home Visiting coordinator is responsible for ensuring the management and implementation of direct individualized, in-home support services by home visitors for parents and their children enrolled in the Ina Maka Family Program. This position is responsible for the direct supervision of the home visiting team including conducting and coordinating all necessary trainings, performance management, and professional development activities. This position supervises 8 staff.

JOB PURPOSE: To ensure program meets all standards for 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.

DUTIES AND RESPONSIBILITIES:

- Ensures home visitors are conducting bi-weekly home visits in accordance with the Ina Maka Family Program implementation plan. Adheres to all standards and requirements by funders, ensuring model fidelity, cultural relevancy and cultural sensitivity.
- Ensures home visitors are maintaining the funded enrollment level of 12-20 families on caseload based as assigned. Manages staff schedules and caseloads including service area deployment.
- Manages, assigns and enters all incoming referrals for the program in adherence to program standards.
- Ensures home visitors complete a minimum of 2 home visits per month per family 80% of the time during the program year.
- Ensures home visitors complete all required screenings 80% of the time for parents and children enrolled in the Ina Maka Family Program according to program standards during the program year.
- 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 a point of contact for home visitors regarding database and navigation of program processes.
- Ensures confidentiality of all client received information at all times.

- Maintains appropriate and professional relationships with all program staff and families through frequent communication via in-person, phone, email, text and other written correspondence.
- Maintains at least 1 family on caseload at all times conducting bi-weekly home visits adhering to all program standards, requirements by funders, ensuring model fidelity, cultural relevancy and cultural sensitivity.
- Assists Program Manager in recruiting and maintaining active membership of the Community Advisory Board.
- Ensures Family Group Connection and Native Family Learning Circle activities, including preparation and adherence to the program plan are completed once a month.
- Completes at least 2 hours of individual and 1 group, as needed, of Reflective Supervision as well as weekly check-ins per home visitor, and at least 3 hours of staff meetings on a monthly basis. *No contracting out.
- Participates and attends program and agency staff meetings and trainings. Facilitates/Co-Facilitates program meetings with Program Manager to share resources, discuss challenges, and/or improve staff skills and knowledge.
- Conducts and coordinates all home visitor orientation and ongoing training / staffing.
- Collaborates with Program Manager to complete and implement performance evaluations and professional development plans for staff.
- Monitors the quality of service and productivity by conducting home visit observations on the timeline defined in the Ina Maka Program Implementation Plan through the use of observations, completion of indicated program performance evaluations and providing feedback to staff.
- Participates and collaborates with Ina Maka team in general program activities such as the community needs assessment, self-evaluation, program evaluation, continuous quality improvement activities and other program activities as assigned.
- Assists Program Manager to compile, draft and/or complete necessary program reports on a weekly, monthly and quarterly basis as directed by supervisor to ensure program accountability and effectiveness.
- Participates with the Program Manager with the hiring and selection process to fill Home Visitor job vacancies.
- Conducts services and service related activities in a culturally-sensitive and appropriate manner with clients, service providers and community partners of tribal communities.
- Oversees the development and incorporation of cultural enhancements to the home visitation programming.
- Assist home visitors to share and promote effective parenting and healthy child development tools and resources related to child's language, cognitive, social, and motor development.
- Works with Ina Maka Family Program team to coordinate client recruitment efforts.
- Works with Director in program improvement planning including CQI projects and evaluation activities.
- Develops and maintains a current community resource network system in partnership with Ina Maka Family Program team that includes all necessary information to link families to identified supports and services as needed.
- Assists staff in obtaining WA Mental Health Endorsement Certification.
- Assists in planning and hosting communitywide cultural events at Daybreak Star.

GENERAL QUALIFICATIONS:

Education

- Minimum of Bachelor's degree in Early Childhood Education, Family Studies, Child Development, Child Health, Maternal Health, Health Education or related field.

Experience

- Minimum of three to five years of supervisory experience.
- Minimum of three to five years work experience serving prenatal families, infants, toddlers and their parents who are of high risk populations.
- Obtain and maintain Parents as Teachers certification.
- Experience and/or knowledge of Reflective Practices, parenting support and best practices, parenting curriculums, group facilitation, and providing community resources for family support services is highly desirable.
- Strong computer skills with five to eight years' experience with Microsoft Office programs including Word and Excel required.
- American Indian / Alaska Native or Samoan / Tongan or other Pacific Islander language skills **preferred**.

Knowledge / Skills / Abilities

- Knowledge of the strengths and challenges facing the American Indian / Alaska Native and Native Hawaiian / Pacific Islander communities.
- Skills in communication, group facilitation, organization and problem-solving.
- Ability to communicate fluently in oral and written English; build personal and organizational sensitivity towards diverse cultural, socio-economic and lifestyle backgrounds.
- Have the skill to work independently, maintain a consistent schedule and maintain regular contact/coordination with program manager.
- Able to develop and manage workplans, track and meet deadlines, and write detailed reports.
- Attention to detail with ability to accurately handle large volume of administrative work.
- Adept at data management and analysis, including learning new data systems.
- Aptitude for solving problems with creativity and resourcefulness.
- Ability to develop positive relationships with clients, providers, staff.
- Ability to take appropriate action in an emergency or other atypical situation considering child/family/personal safety, documentation requirements, involving authorities and reporting the incident to supervisor.
- Skills to work independently, maintain a consistent schedule and maintain regular contact/coordination with program director.
- Writing sample required.

Mental / Physical / Environmental Demands

- Maintain emotional control under stress.
- Ability to reach out for help to supervisor and peers when dealing with difficult situations.
- 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.
- Occasional prolonged and irregular hours.
- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Ability to organize and prioritize work schedules of others on short-term basis.
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.
- 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.
- Approximately 15% within the state and out-of-state travel required, additional ability to travel preferred.

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.

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>OPENING DATE: 10/6/21 CLOSING DATE: Until Filled</p> <p><i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i></p>	<p>APPLICATIONS FOR EMPLOYMENT can be obtained at www.unitedindians.org/about/jobs , please submit with a resume and cover letter to jobs@unitedindians.org .</p> <p>Please contact HR for questions : #206-475-1353, msalanga@unitedindians.org</p>
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