



UNITED INDIANS
OF ALL TRIBES FOUNDATION

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

JOB ANNOUNCEMENT

JOB TITLE:	Family Service Specialist		
PROGRAM:	ECEAP Preschool	FLSA STATUS:	Non Exempt
LOCATION:	Daybreak Star Indian Cultural Center	WORK SCHEDULE:	FT
REPORTS TO:	Program Manager	PAY RANGE:	30 – 31k per year

The United Indians of All Tribes Foundation is a non-profit organization working to provide vital social, cultural and education services to Seattle’s American Indian/Alaska Native community.

We are seeking a unique individual to provide leadership and support to the ECEAP preschool. Candidates must be able to demonstrate experience, skills and commitment to anti-bias and culturally relevant best practices and integrating indigenous knowledge into early education.

The Family Service Specialist helps maintain an outreach recruitment and enrollment process throughout the school year. The Family Service Specialist will work in partnership with the team to encourage and plan for parent/caregiver participation in their child’s education.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Demonstrate the ability to build supportive professional relationships with families, assess family needs and use a strengths-based perspective to support unique and diverse families and document communication in the program’s database.
- Assist in recruiting and enrolling families assuring that eligibility requirements are met and all documentation is accurate.
- Conduct family visits as required and as needed.
- Complete Family Partnership Agreements (family goals) with the families; follow up with the families at least quarterly to facilitate the implementation of the plan, documenting all contacts with community agencies and with the family.
- Assist with the identification of program service providers for referral purposes, provide families with referrals and document all referrals provided.
- Actively work to link the family the family into existing community resources, including such activities as making appointments, accompanying families to appointments if needed and giving written information about community services.
- With the support of PSESD/ECEAP and community partners, conduct growth, hearing and vision screenings within 45 days of each student’s enrollment. Document results in each child’s file and follow up with families regarding screening results and any identified needs for follow up.
- Follow up with parents/caregivers regarding student absences and assist parents developing plans to increase student attendance when it is low.
- Assist in the planning coordination of events as assigned.
- Update and maintain database of child and family files.
- Participate in staff meetings, on and off site trainings and special events.

- Establish and maintain partnerships with community members and agencies to promote and enhance services for ECEAP families. Develop and maintain updated list of community resources.
- With the support of the nurse consultant assist parents/caregivers in creating Classroom Health Plans as needed. Update classroom health information on a regular basis and distribute information as needed. Maintain appropriate confidentiality when managing all health/medical information.
- Provide education to parents/caregivers in the form of written materials, education opportunities at family events and one on one conversation about topics related to child health and wellness, social services, family strengths and more.
- Participate in the planning and implementation of special programs for parents/caregivers including fatherhood involvement, parenting classes, literacy programs, etc.
- Must provide copies of all certifications required by PSESD/ECEAP Standards, within the time due.
- May require occasional weeknight and/or weekend hours.
- Other duties as assigned.

QUALIFICATIONS:

- An Associate or higher degree with the equivalent of 30 college quarter credits in adult education, human development, human services, family support, social work, early childhood education or equivalent related field or experience providing direct, family-based services to low income children and families.
- Prior experience that demonstrates the ability to relate effectively with people from diverse economic, social and cultural backgrounds.
- Knowledge and ability to access community service agencies.
- Ability to determine client eligibility, make community referrals, track services provided to children and families.
- Ability to organize and prioritize work assignments to meet program work plan, deadlines and performance standards.
- Ability to do assigned work in an organized, efficient and accurate manner, paying strong attention to detail.
- Communicate clearly both verbally and written.
- Basic computer skills and knowledge of software.
- Pass a criminal history/background check.
- Possess a valid Washington State driver's license.
- Reliable transportation.

AMERICANS WITH DISABILITY SPECIFICATIONS

PHYSICAL ABILITIES

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. The noise level in the work environment is usually moderate.

CONFIDENTIALITY

This position may have knowledge of confidential personal information regarding others. The employee will be required to sign a Confidentiality Agreement.

<p>JOB POSTING DATE: Internal Job Posting: 11/14/14 Circulation to the Public: 11/18/14 CLOSING DATE: When suitable applicant hired</p>	<p>APPLICATION PROCEDURE Submit cover letter and resume to: Email: jobs@unitedindians.org</p>
<p>Compensation: Depending on Experience Plus excellent fringe benefit package</p>	<p>APPLICATIONS FOR EMPLOYMENT can be obtained at: Daybreak Star Indian Cultural Center: Chrissy Harris Or www.unitedindians.org: Get involved/jobs/completed application</p>
<p><i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i></p>	<p>COMPLETED APPLICATIONS SUBMITTED TO: jobs@unitedindians.org, or Attention: Chrissy Harris, Administrative Assistant United Indians of All Tribes Foundation Daybreak Star Indian Cultural Center PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640</p>