



**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**

<b>JOB TITLE:</b>	Parent Partner / Home Visitor		
<b>PROGRAM:</b>	Ina Maka Family Program	<b>FLSA STATUS:</b>	<b>Exempt</b>
<b>LOCATION:</b>	Daybreak Star Indian Cultural Center	<b>WORK SCHEDULE:</b>	<b>Full Time</b>
<b>REPORTS TO:</b>	Ina Maka Family Program Manager	<b>PAY RANGE:</b>	<b>\$17.00 / hour</b>

**JOB PURPOSE:** *The Parent Educator will visit participants in their homes to work directly with parents and/or caregivers of American Indian / Alaska Native children from prenatal to five. The Parent Educator's role is to share and promote effective parenting and healthy child development using the evidence-based curriculum **Parents as Teachers**. The Parent Educator will also assist in family recruitment, program development, and community engagement activities.*

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Works with program parents and caregivers to provide practical information related to child's language, cognitive, social, and motor development.
- Coordinates regular home visits with participants for the purpose of observing, sharing available resources, and working on critical skills with parents and caregivers.
- Participates in staff development meetings to share resources, discuss challenges, and/or improve skills and knowledge.
- Prepares various documents (e.g. instructional materials, observation of the child, health information, etc.) to provide information required for program compliance.
- Reports observations and incidents and participates in data collection activities.
- Screens children in program periodically for educational, hearing and visual development to refer to appropriate resources when necessary.
- Effectively listens and shares written and verbal information to ensure language barriers are removed.
- Assists other personnel as may be required to support them in the completion of their work activities.

### **QUALIFICATIONS:**

- Familiarity with home visitation and social, educational and cultural issues facing AI/AN population.
- Two years of supervised experience working with children.
- Basic knowledge of child development and milestones.
- Able to model appropriate parent behavioral expectations and ways to verbally and physically interact with children.
- Demonstrated ability to work cross-culturally with Native American individuals, families, and communities.
- Comfortable working independently and maintaining your own schedule while staying in contact with Manager.
- Strong computer skills with two (2) years' experience with Microsoft Office programs including Word and Excel required.

- Experience working with or participating in a research project.
- Excellent writing, organizational, and verbal communication skills required.
- Applicant is required to successfully pass a background investigation, including relevant criminal history.
- Must have own reliable transportation to travel to homes to deliver family services.
- Applicant is required to have a valid driver's license and current auto insurance.

**EDUCATION AND EXPERIENCE:**

- **Minimum of a High School Diploma or GED equivalent**

**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.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Opening Date: 1/8/15 Open to the Public: 1/13/15 Closing Date: Until Hired	<b>APPLICATION PROCEDURE</b>  Submit application, cover letter and resume to:
Compensation: \$17 / hour plus excellent benefit package provided  United Indians of All Tribes Foundation is an Equal Opportunity Employer	United Indians of All Tribes Foundation PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640 Email: <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a>