



UNITED INDIANS
OF ALL TRIBES FOUNDATION

Daybreak Star Indian Cultural Center
Post Office Box 99100, Seattle, WA 98199
Phone: (206) 285-4425

JOB TITLE: Foster Care Coordinator **DEPARTMENT/PROGRAM:** Family Services

REPORTS TO: Director of Youth & Family Services **STATUS:** Full Time

LOCATION: Columbia City

PAY SCALE: DOE

JOB PURPOSE:

The Foster Care Coordinator will recruit and license Native American/Alaska Native families to care for children in need of out-of-home care in accordance with the Indian Child Welfare Act and the Department of Licensed Resources. In addition to recruiting foster parents this position will evaluate and certify homes in accordance with Washington State law, Minimum Licensing Requirements and the Washington Administration Code. The Foster Care Coordinator is responsible for maintaining consistent, productive and accurate program functions in accordance with generally accepted standards, regulatory agencies, and achieving organizational objectives.

ESSENTIAL DUTIES AND REPONSIBILITIES:

RECRUITMENT ACTIVITIES:

- Prepare presentation materials for the purpose of making on-going presentations to tribal and urban communities about foster parenting.
- Prepare and disseminate brochures, advertisements and public service announcements.
- Assemble and deliver foster care packets to interested parties.
- Keep files and follow up on all prospective applicants.
- Prepare and distribute monthly reports on recruitment activities.
- Compile and update foster parent training schedules for client referral.
- Compile and maintain resource list for foster families.
- Assist with the coordination of the foster parent honoring dinner.
- Solicit donations/gifts for the honoring dinner, mail out invitations and follow up on RSVP's.

LICENSING DUTIES:

- Interview prospective foster care applicants in their homes and prepare written evaluations, which include criminal background checks, family background, educational information and employment history to determine suitability of applicant.
- Maintain accurate foster family files to ensure compliancy with the Department of Licensed Resources (DLR) and DSHS.
- Maintain ongoing record of content and communication with foster family and service providers.

- Provide technical support for families regarding application materials and forms.
- Provide assistance with background clearances.
- Provide ongoing advocacy for licensed foster families.
- Licensor is required to conduct quarterly home visits with licensed foster homes to ensure that licensing requirements are up to date.
- Ensure that licensed foster homes remain compliant with WA State Minimum Licensing Requirements (MLR).
- Inspect physical dwelling of licensed and potential recruits to ensure that home is in compliance with MLR's.
- Attend meetings related to foster care, licensing, and contract issues
- Build, support and enhance a positive, productive organizational culture and workplace that demonstrates integrity, honesty, trust, support, and respect.

QUALIFICATIONS:

- B.A. in Social Work or related field and 2-3 years experience in Child Welfare.
- Must complete required Washington State training required to deliver licensing services to families, i.e. Licensing Training Academy.
- A thorough, thoughtful, and knowledgeable individual with social service experience particularly related to child welfare. A diligent and dedicated person with high ethical standards, exceptional time management skills, and an appropriate professional image. An empathetic professional with outstanding interpersonal communication and technical skills. An extremely well organized and self-directed individual who is a team player.
- An intimate understanding of Native American culture, issues and Tribal policies demonstrated by personal experience. Specifically this includes the Indian Child Welfare Act (ICWA)
- Time management and organizational skills at an administrative level.
- Ability to write concise and descriptive family profile social summaries.
- Requires exceptional verbal and written communication skills.
- Requires a valid driver's license and an insured vehicle.
- Must pass a criminal history check.

Opening Date: 12/29/08 Closing Date: When suitable applicant is hired	APPLICATION PROCEDURE Submit cover letter and resume to:
Compensation: DOE 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: jobs@unitedindians.org