



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

JOB ANNOUNCEMENT

JOB TITLE: Programs Coordinator
REPORTS TO: Youth & Family Services Director
LOCATION: Columbia City Offices

DEPARTMENT/PROGRAM: Youth & Family Services
STATUS: Full Time, Non-Exempt
GRADE: DOE

JOB PURPOSE: As a member of the Youth and Family Services team, the Programs Coordinator provides support to the treatment team by assisting in a variety of case management and clinical services to a caseload of program participants in accordance with industry standards, regulatory agencies, and achieves organizational objectives. The Program Coordinator is responsible for supporting Youth and Family Services programs and reports to the Youth and Family Services Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide support services to participants involved in a specialized program.
- Prepare and assist in cultural centered therapeutic and group activities.
- Assist in client intake process and maintain client records in accordance with agency and funding source requirements as directed.
- Assist and develop support services and resources for client population, including but not limited to housing, parenting, school, financial, and transportation.
- Functions as a member of a multidisciplinary team.
- Provides client advocacy as needed to ensure delivery of required services.
- Maintain systems of program operations.
- Will perform other duties as assigned.
- Prepare and disseminate regulatory reports including monthly status reports.
- Build, support and enhance a positive, productive organizational culture and workplace that demonstrates integrity, honesty, trust, support, and respect.
- Attend internal and external meetings related to family services.
- Maintain accurate files to ensure compliance with government and regulatory agencies.
- In addition to the responsibilities identified above for specific Program Coordinator, incumbent may be required to perform other duties related to Youth and Family Services, including administrative tasks, operational assignments, development of program, and/or community relations.

QUALIFICATIONS

Experience, Competencies and Education

- An experienced individual with appropriate industry experience in a not-for-profit organization providing social services. An empathetic and considerate individual with a high level of compassion, exemplary ethical standards, exceptional time management skills, and an appropriate professional image. A thorough, thoughtful individual with analytical ability, good judgment and strong interpersonal skills. A well organized and self-directed individual who is "politically savvy" and a team player. An intelligent and articulate individual who can relate to people of all socio-economic backgrounds.
- An individual that has experience, strong knowledge, and an intimate understanding of Indian culture, tribal politics and Native American heritage.
- B.A. in social work or closely related field or equivalent combination of education and experience.

- Must be registered as a Counselor in the State of Washington.
- Demonstrated professional integrity, exceptional written and verbal communication skills.
- Familiarity with various ethnic and cultural groups required..

Conditions of Employment

- Pass a criminal history background inquiry
- Possess valid Washington Driver's License an access to vehicle
- Current First Aid/CPR w/in 60 days of hire

To apply send your letter of application and resume to:

Cindy Pederson
Human Resources
United Indians of All Tribes Foundation
PO Box 99100
Seattle, WA 98139
-OR- jobs@unitedindians.org