



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

JOB DESCRIPTION

JOB TITLE: Emergency/On-Call Elder's Program Assistant **DEPARTMENT/PROGRAM:** Elders
REPORTS TO: Elders Program Manager **STATUS:** PT/On-Call, Non-Exempt
LOCATION: Seattle, WA **WAGE:** 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:

Program Assistant is responsible for daily set up, clean up, food preparation as needed and support to Elders Program Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist participants into/out of van at pick up/drop off and lunch sites.
- Provide support in warming/preparing/cooking lunch for Elders daily.
- Serve Elders lunch daily.
- Clean up food/ lunch dishes/ sites daily.
- Transport/ carry food to food service sites when needed.
- Be responsible for recruitment & follow-up, of Elders into the program.
- Provide support to the participants and program as needed.
- Provide excellent customer service.
- Other duties as assigned.

QUALIFICATIONS

Experience, Competencies and Education

- High School Diploma or equivalent experience
- A current Washington State Food Worker Card
- Must be detail oriented
- Must pass a Washington State Patrol background check
- Must be punctual and have excellent attendance
- Must have strong verbal and interpersonal skills
- Must be able to carry at least 40 lbs., bend, stand, lift and walk.
- Personal or professional experience with Native American cultures, issues and politics desired.

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.

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.

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.

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

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