



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

JOB ANNOUNCEMENT

JOB TITLE:	Parent Partner / Home Visitor		
PROGRAM:	Ina Maka Family Services	FLSA STATUS:	Non-Exempt
LOCATION:	UIATF Columbia City Offices	WORK SCHEDULE:	Full Time, Hourly
REPORTS TO:	Ina Maka Program Supervisor	PAY RANGE:	DOE

JOB PURPOSE: The Parent Partner will carry a caseload of 10-15 families, visiting them in their homes twice a month to share and promote effective parenting and health child development in the urban Indian Community. Supporting this work includes ongoing performance data entry and case notes work for service files. They will become certified in the evidence-based curriculum Parents as Teachers, as well as supplemental curriculums to provide high-quality, culturally-relevant services to their clients. The Parent Partner will also assist in family recruitment, program development, and community engagement and program 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
- Daily data entry utilizing Penelope Software combined with ongoing development through the Parents as Teachers Curriculum and certification
- 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 including data entry, deadlines, and reporting
- 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 between clients, staff and third parties, aiding in reducing barriers for families in need of support
- Work with team to update recruitment plan and strategies and coordinate client recruitment efforts

- Assists in planning and hosting monthly group connections and other family activities
- Participates in program improvement planning including CQI projects and evaluation activities
- Attends local and national trainings, conferences and other professional development trainings, including an initial two-week comprehensive training commitment
- Supports partnerships with community resources
- Other tasks as assigned

QUALIFICATIONS:

- Highschool diploma or GED required; AA in related field preferred; five years of relevant lived and/or work experience within Indigenous and minority communities
- Basic knowledge of child development and milestones, and 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
- Have the skill to work independently, maintain a consistent schedule and maintain regular contact/coordination with program manager
- Strong computer skills including experience with MS Office suite.
- Applicant must pass a background investigation, including relevant criminal history
- Must have own transportation to purchase supplies and host groups at different locations, and a valid driver's license and auto insurance
- American Indian / Alaska Native or Samoan / Tongan or other Pacific Islander language skills **preferred**
- Able to work occasional evenings or weekends for program events and outreach
- COVID vaccination or recognized exemption required

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 30 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. Work will include significant time in a standard office environment, as well as regular visitation to client homes and outreach events.

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.

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