



JOB ANNOUNCEMENT

JOB TITLE:	Native Veterans Program Assistant		
PROGRAM:	Native Veterans Pathfinders	FLSA STATUS:	Non-Exempt, hourly
LOCATION:	Daybreak Star Cultural Center	WORK SCHEDULE:	PT, 15 hours/wk
REPORTS TO:	Program Manager	PAY RANGE:	\$20/hr

The United Indians of All Tribes Foundation is a not for profit organization working to provide vital social, cultural, and educational services to Seattle’s American Indian/Alaska Native community.

(Job Summary Needed)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Knowledgeable on all UIATF Veterans program documents, including the intake packet and outreach materials (brochures, posters, business cards, etc.), and able to use them for recruitment and walking clients through their completion
- Able to venture into the field to engage Native Veterans in the community, while maintaining proper safety protocols and personal protective equipment for themselves and potentially clients.
- Problem solving outreach and communication methods for Veterans without internet or phone service.
- Maintains constant outreach with Native and non-Native organizations in the community that can assist in identifying potential clients or are capable of providing needed services beyond UIATF
- Acts as first point of contact for new clients via email, phone and planned offsite community events
- Oversee purchase, distribution and recording of bus tickets, ORCA passes and other transportation tools to clients for scheduled meetings and events; working with other organizations that have connections and systems already established
- Oversee transportation of clients via UIATF transportation, including scheduling and execution, and keeping maintenance and mileage records
- Assist with the home deliveries of food and home supplies to clients, working with the Program Manager to grow the program and make it permanent
- Attend meetings with the Program Manager, in-person or online and record notes for later review and summary
- Assist with ordering program supplies and items for clients, helping to keep necessary reports and records of expenses and distribution
- Continually work on maintaining general knowledge of all UIATF programs and resources along with other King County assistance services, and work with clients to ensure they are aware and applying for relevant support
- Other tasks as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to review and prioritize demanding workload while being flexible to emergent/unplanned needs and situations
- Manage highly stressful and sensitive situations in a professional manner
- Interpret and implement policies and regulations
- Work independently and maintain professional boundaries and confidentiality
- Exercise tact and discretion in all employee interactions
- Strong organizational and time management skills, ability to meet tight deadlines

- Understanding and experience with the Veteran and/or Native American community

QUALIFICATIONS:

- Highschool diploma or GED required; BA in a relevant field preferred. At least 1 year of administrative, social service or veterans affairs work experience preferred
- Must relate well to, and coordinate with, the families and Veterans being served; problem solve and communicate effectively; gather and analyze data and make concise and accurate oral and written reports and recommendations
- Complete a WSP background check
- Competent with MS Office suite, including Outlook, Excel and SharePoint
- Must have personal transportation, with license and insurance for meeting clients
- Able to occasionally work evenings or weekends
- Proof of completion of COVID vaccination, or accepted medical or religious exemption documentation

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 required to stand; walk; sit; use hands to utilize objects, tools or controls; talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance 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.

This position will require significant time in an office environment, as well as travel to public locations in King County, and minor exposure to weather elements.

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: 12/12/2022 CLOSING DATE: once hired</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>
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