



UNITED INDIANS
OF ALL TRIBES FOUNDATION

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

JOB ANNOUNCEMENT

JOB TITLE:	Crisis Housing Case Manager		
PROGRAM:	Labateyah Bridge Housing Program	FLSA STATUS:	Non-Exempt
LOCATION:	Labateyah Youth Home	WORK SCHEDULE:	FULL-TIME
REPORTS TO:	Social Service Administrator	PAY RANGE:	\$ 28.00-29.00/hr DOQ

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.

POSITION SUMMARY: The Crisis Housing Case Manager assists the Social Services Administrator and Program Director in fulfilling the goals and objectives of the program, including conducting resident intakes and assessments, developing and monitoring individual service plans for residents. This position provides residents with assistance in crisis management, overcoming obstacles to goals with regard to education, employment, housing and personal issues, and makes referrals for other services as needed. The Crisis Housing Case Manager collaborates with Labateyah Bridge Housing Case Coordinator, Rapid Re-Housing Case Manager and Social Services Administrator to quickly move youth from Labateyah's crisis housing into permanent housing via rapid re-housing supports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Facilitates Youth resident's evaluation and intake process, recruitment, orientation and develops diagnostic summary and individual service plans as needed. Participates in on-going case coordination.
- Actively engages county's coordinated entry system and referral data base, and participates in weekly case conferences for potential referrals.
- Maintain adequate and timely documentation keeping all files and charts current. Including goal progress, rent savings deposits, admissions and exits, etc.
- Facilitate referrals to mental health therapists, chemical dependency professionals, medical specialists and others.
- Participate in trainings/in service both inside and outside of the agency as required by contracts.
- Compile monthly reports in compliance with contract requirements and other data as needed for agency consolidated reports.
- Provide support through role-modeling responsibility and healthy attitude.
- Provide Youth Advocacy by establishing and monitoring youth academic achievement and gainful employment.
- Perform data entry and reporting through HMIS Data Collection System.
- Occasionally may be called upon to fill in for a Youth Advocate shift.

- Participate in various training activities and cultural activities as required.
- Provide direct supervision to youth in crisis housing, including assistance with daily needs and crisis intervention.
- Other duties as assigned.

QUALIFICATIONS:

- Masters or Bachelors Degree in Social Work or a related field preferred.
- Minimum of three years successful experience working with youth from diverse backgrounds providing crisis intervention counseling and case management.
- Experience in residential program setting preferred.
- Must possess excellent communication skills, verbal and written.
- Must have knowledge and understanding of addictions and recovery process.
- Possess knowledge of and cultural sensitivity to the needs of Native American Youth.
- Ability to work with diverse populations, specifically the urban Native population, including knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience.
- Must pass a criminal background investigation.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER WORK CHARACTERISTICS:

- Ability to work independently to meet deadlines and provide timely follow-up.
- Must be available to work within flexible schedule that may include evening and weekends.
- Demonstrated de-escalation and crisis intervention skills.
- Ability to maintain privacy and security of confidential data, documents and information.
- Computer skills required.
- Ability to engage with a diverse population and provide appropriate services.
- Ability to work with others in a team to reach goals/further mission, as well as provide support to other team members as needed.

KEY COMPETENCIES

- · Knowledge of homelessness and how it impacts our communities.
- · Cultural competency/humility with diverse populations and their journeys.

SPECIAL REQUIREMENTS:

Due to licensing/insurance requirements or accreditation standards, some positions may require additional information to determine ability to satisfactorily perform the job tasks.

- Pass a basic criminal history background inquiry.
- Valid U.S. driver's license.
- Complete required training and certifications for job, including CPR/First Aid, HIPAA, Motivational Interviewing, Harm Reduction, Positive Youth Development, Trauma Informed Care within 90 days of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of*

those an employee encounters while performing 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 regularly required to talk and hear. The employee is required to stand, walk, sit, use hand to finger, reach with hands and arms, and operate a vehicle. Majority of work involves computer usage, sitting for long periods of time and computer usage. Work is primarily done in an office environment and community locations but travel to agency office sites and meetings is required.

Applications can be found at:

<https://secureservercdn.net/198.71.233.185/xgs.e1b.myftpupload.com/wp-content/uploads/2019/09/2019-UIATF-Employment-Application.pdf>

You may email resume to **jobs@unitedindians.org** , or to our Labateyah Manager Lynnette Roberts at **lroberts@unitedindians.org**.