



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 as well as all communities in need.

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.

Crisis Housing Case

Manager

Job Title

9010 13th ave nw Seattle, WA

98117

Location (address)

\$28.00 - \$29.00 an hour,
Depending on Qualifications

Wage

40 hours a week

Schedule

Medical Insurance / Dental
Insurance / Vision Insurance / Paid
Sick Leave / Paid Vacation Leave /
Employee Assist Program / Paid
Holidays

Benefits



QUALIFICATIONS

- Masters or Bachelor's 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.



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. The employee must also be able to drive during the day time and at night. When visiting client homes, driving to the office, and driving to outreach and group connection events, the employee may be exposed to a range of King County weather conditions and changing noise levels. The noise level in the office 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. United Indians of All Tribes Foundation is an at-will employer.

<u>Hiring period</u>		<u>To Apply</u>
Starts: 2/13/23	Ends: 2/17/23	Complete our employment application .
Active recruitment for this position will not begin until the period outlined above. Applicants are welcome to submit application documents before hiring period.		For questions please email our HR team at jobs@unitedindians.org
		United Indians of All Tribes Foundation is an Equal Opportunity Employer