



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 Home Visitor/ Parent Partner role is one of significance in contemporary society and one that requires extensive preparation. Each new staff member is rigorously trained and certified in the evidence-based, award-winning, "Parents as Teachers" (PAT) model of home visiting as well as IMFP's cultural enhancements. While the new content and skills are being internalized, IMFP's home visitors begin to incrementally acquire caseloads of urban, American Indian/Native Alaskan or Native Hawaiian/ Pacific Islander (AIAN /NHPI) families with pre-natal to age six children. Our service area includes residents of Seattle and King County. All of Ina Maka's services are free and families volunteer to participate.

Knowing 90% of human capacity is developed during the first six years of life, IMFP's Parent Partners carefully plan their monthly home visits. They facilitate engaging parent and child activities that nurture early childhood's multi-faceted potential from PAT's Foundational Curriculum, Planning and Visiting Tools and by using IMFP's Cultural and Literacy Guides. Attention is also dedicated to the adult caregivers to improve their well-being and quality of life through IMFP's monthly group connections and supportive referrals. Other team and individual duties include participating in continuous program improvement, annual professional development, reflective supervision, timely data documentation, community outreach and recruitment, group and cultural events, and other services supporting our families' and program goals.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Becomes trained in the "Parents as Teachers" model including its Essential Requirements necessary for program protocol fidelity and compliance.
- Uses PAT's Foundational Curriculum Plans, Planning, Visiting Tools, IMFP's Cultural Guides, and other resources for home visiting processes to strengthen the skills and knowledge of AIAN/NHPI families.
- Maintains a caseload of families, conducts personal visits of a minimum of 50 minutes up to two hours with each family twice monthly and learns and administers screening processes for caregivers and children.
- Prepares for visits by reviewing PAT materials, IMFP cultural resources, needed screenings, and writing out visit plans, copying relevant handouts and compiling materials for clients' use.
- Documents all visits and family goal efforts by recording planning, preparation, observations, assessment, changes, screenings, interactions, client participation and/or referrals to resources, etc.
- Enters documentation of all client services into IMFP's data systems in a timely fashion.
- Learns referral services and connects each family with two UIATF or community resources annually.
- Helps parents and children transition to other services as needed, such as preschool or kindergarten by writing transition plans, securing linkages among all parties, and following up to prevent any weak links.

## Parent Partner /Home Visitor

Job Title

Seattle, WA

Location (address)

\$65,481.00 annual, starting  
Wage

Full-Time  
Schedule

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

Benefits



- Is flexible with work days and times since some clients may require evenings and weekends visits.
- Occasionally co-hosts client visits with an IMFP Elder/ Kia (grandmother)
- Attends twice monthly reflective supervision sessions.
- Meets with supervisor as necessary to discuss procedures, cultural protocols and administrative processes to ensure quality services to caregivers and children, and for timely record keeping and data entry.
- Participates in program meetings and in efforts for continuous program quality improvement (CQI).
- Assists in planning and hosting monthly group connection events and other family events.
- Completes annual competency-based professional development to remain certified as a Parents as Teachers parent educator.
- Attends other trainings and meetings as required and approved by Program Manager.
- Represents Ina Maka Family Programs as an affiliate of PAT and as IMFP staff at local, regional or national community events when assigned by Program Manager.
- Performs other duties as assigned and adheres to changing policies, program standards and supervisory directives when needed.

### QUALIFICATIONS

- Knowledgeable of the social, educational, economic and cultural strengths and challenges facing the American Indian, Alaska Native, Native Hawaiian, and Pacific Islander communities.
- Demonstrated ability to work cross-culturally with Indigenous individuals, families and communities.
- Knowledgeable of early childhood development and milestones,
- Demonstrated ability to develop and maintain positive rapport with children birth through age 5 and to communicate developmental issues to families and provide referrals for support.
- Demonstrated ability to provide educational services to clients in low income homes or environments with a non-judgmental/strengths-based and culturally-relevant manner.
- Demonstrated ability to strictly adhere to client confidentiality and integrity per IMFP and UIATF policies and practices, professional standards, local, state and federal funder standards and other requirements.
- Displays a positive, reliable, flexible professional demeanor and is resourceful, respectful and tactful when interacting with client families and communities as well as with IMFP personnel and the UIATF organization. Seeks solutions instead of being stifled by problems.
- Is well-organized and adept at managing complicated visit and supply content, calendars and screenings.
- Is detail-oriented and maintains accurate records of all home visits, client and program contacts, texts, correspondences and emails, screenings, resource linkages and timely inputs data about clients' progress into IMFP's data software, and delivers all required reports when due.
- Possesses excellent English communication skills and fluently reads, writes, speaks and uses such skills to effectively present information and respond to questions from children, adults, or community.
- Possesses strong computer skills with a minimum of three years' experience with Microsoft Office Word and Excel programs required. Also uses a variety of Social Media platforms.
- American Indian / Alaska Native or Samoan / Tongan or other Pacific Islander language skills preferred.
- Demonstrated ability to work independently, to use good judgment in a variety of occasions, to maintain both a consistent schedule and regular contact with program supervisor.
- Must pass a background investigation, including relevant criminal history.
- Possesses reliable transportation, a valid driver's license and current auto insurance to visit clients in their homes or other agreed-upon locations, procure supplies if needed, attend program meetings, group connections and/or other cultural events and host groups at different locations.
- Must have a safe driving record for the last five years, free of tickets or accidents.
- Parent Partners are mandated reporters and must abide by laws governing mandated reporters.
- COVID vaccination or recognized exemption required.



**EDUCATION AND EXPERIENCE**

- BA in Early Childhood Education, Human Services, or Social Sciences, preferred, with a verified minimum of two years of documented, supervised early childhood experience.
- AA in Early Childhood Education or related field, preferred, with a verified minimum of two years of documented, supervised early childhood experience.
- High school diploma with a minimum of three years of documented, supervised early childhood experience.
- Experience as a parent educator, preferred.
- Demonstrated ability to work with adults and their young children in an educational or agency setting.
- Experience performing home visits with parents and children preferred.

**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> Complete our <a href="#">employment application</a> .  For questions please email our HR team at <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a>  United Indians of All Tribes Foundation is an Equal Opportunity Employer
Starts: 4/13/2023	Ends: UNTIL FILLED	
Active recruitment for this position will not begin until the period outlined above. Applicants are welcome to submit application documents before hiring period.		