



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.

## JOB SUMMARY

The Peer Advocate works directly with residents ages 18 to 24, in a mentorship role, assisting youth in fulfilling their goals to become independent and obtain permanent housing. This position reports directly to the Social Services Manager and is responsible for ensuring weekly routines are maintained in accordance with Labateyah policies and procedures; to create a safe, caring and positive environment for change and development. A Peer Advocate is a currently or formerly homeless youth.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure youth home policies and procedures are consistently followed.
- Perform advocacy engagement with residents utilizing evidence-based tools including trauma informed care, motivational interviewing, de-escalation, positive youth development, harm reduction, positive communication, SMART Goals, etc.
- Responsible for assisting residents in the transition to self-sufficiency and permanent housing by increasing access to community resources, networking, and skill development in life skills, employment and leasing literacy.
- Conduct housekeeping activities (including kitchen meal prep, meal serving, and cleaning duties, etc.) and exact attention to immediate environmental health and safety needs including ongoing cleanliness, sanitization, and janitorial duties.
- Ensure safety of residents, youth home and grounds at all times, especially maintaining a HIPAA compliant culture.
- Provide supervision and direction to youth home residents.
- Provide crisis intervention and referral to services as needed, including cultural resources.
- Assist in facilitating resident groups or activities as directed and encourage participation in cultural activities.
- Ensure that residents maintain an organized and clean room, provide appropriate skill development, as needed. Conduct room checks and monitor attendance.
- Maintain accurate and timely written documentation including resident files, staff log book, required forms, and any documentation as directed.
- Attend all staff meetings, shift exchanges and provide ongoing advocacy insight for resident goal achievements.
- Ensure residents make progress in their individual service plans, contribute and utilize the youth advocate resource guide and contribute to the development and deployment of Life Skills curricula.

## Peer Advocate

Job Title

9010 13<sup>th</sup> Ave NW Seattle, WA

98117

Location (address)

\$23.00/hr

Wage

Full-Time

Schedule

Medical Insurance / Dental Insurance / Vision Insurance / Paid Sick Leave / Paid Vacation Leave / EAP / Paid Holidays

Benefits



## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

## EDUCATION

- High school diploma or GED and experience as a paid worker, intern or volunteer in a social/human services field.

## EXPERIENCE

- At least one year of experience in direct provision of social services, particularly within homeless housing preferred.

## OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Possess knowledge of and cultural sensitivity to the needs of Native American/Alaskan Native Youth.
- Ability to work with diverse populations, specifically the urban population, including knowledge of Native American history, an understanding of the diversity of local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience.
- Demonstrate decision making skills and crisis intervention skills.
- Excellent oral and written communication skills required.
- Must be confident, quick thinking and enjoy challenges, reliable, trustworthy and team oriented.
- Must have strong personal boundaries and ethics; be a healthy role model and mentor, as well as substance abuse free.

## 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.

- Applicant must pass a background investigation, including relevant criminal history.
- Valid U.S. driver's license preferred.
- 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: 4/3/2023	Ends: 4/28/2023	Complete our <a href="#">employment application</a> .
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 <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a>
		United Indians of All Tribes Foundation is an Equal Opportunity Employer