



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.

The United Indians of All Tribes Foundation (UIATF) is looking for a motivated director that will lead a seasoned department with positive energy in providing essential social services to clients in and around the Greater Seattle area. This position will commit to overseeing multiple programs, along with sound decision problem solving. The ideal candidate must organize and plan with clear guidelines, supervise managers, maximize productivity, and prioritize positive impacting results. As a leader, the director will also build and maintain relationships with clients, funders, and the community at large.

JOB SUMMARY

The Family Services Division Director has full responsibility for planning, directing, and administering the early childhood and family support programs of UIATF. Responsibilities include, but are not limited to program development, program fiscal management, quality assurance, grant reporting requirements, community collaboration/coordination, staff oversight and supervision, training, and technical assistance to programs as well as client advocacy. This position will also grant write / fundraise along with fiscal management of federal, state, county, city and private funds.

DUTIES AND RESPONSIBILITIES

- 1) Oversee the development and implementation of client services - ensuring compliance of all applicable funding/revenue requirements, regulations and standards along with organizational policies and procedures.
 - Provide direct oversight to ensure all programs are implemented in adherence to the model, curriculum, or implementation plan (model fidelity) as well as grant/contract requirements
 - Interpret, analyze and apply standards and regulations to day-to-day operations of the program
 - Review and edit drafted program manager reports, and will ensure timely submission to appropriate targets
 - Ensure programs are providing culturally based programming, and will create modifications, adaptations or enhancements when necessary

Family Services Division

Director

Job Title

Multiple sites, Seattle WA

Location (address)

\$75,000 - \$80,000, starting
depending on qualifications

Wage

Full-Time, salaried

Schedule

\$3,000.00 Moving Assistance,
Employer Paid Medical, Dental,
Vision, Life/Long-term Disability,
Paid Breaks, Paid Time Off, Paid
Holidays, Employee Assistance
Program

Benefits



- 2) Ensure workforce and community relationships are in place to meet programmatic and administrative needs
 - Oversee program managers' operations, including staff supervision, service implementation, client interaction, recruitment, data management, and reporting
 - Hire program managers and oversee Family Services Division hiring
 - Ensure that Family Services Division employees, volunteers, and students are well-trained, qualified, and supported
 - Establish and maintain successful relationships with community
 - Communicate appropriately to diverse audiences through verbal, written and technological means
 - Serve as principal liaison between funding sources, community representatives, tribes, and tribal organizations

- 3) Oversee resources
 - Be responsible for efficient and effective program/department budget planning and management
 - Continue to secure funding to support departmental objectives
 - Ensure that resources (equipment, training, and systems) are available for personnel to implement program goals and objectives effectively
 - Work with finance department; this position will devise budgets, review invoices and determine program monthly/quarterly spend downs; and will craft required program reports

- 4) Administer quality assurance, evaluate program activities, and assess performance measurements
 - Will develop and oversee qualitative/quantitative data measurements, informing program outcomes
 - Will provide leadership for CQI activities and rapid cycle learning and improvement
 - Will work with consultants, contractors, and program managers, and will present project results to various stakeholder groups
 - Will ensure all projects are conducted ethically and in a culturally appropriate manner
 - Will oversee data collection and analysis along with timely submission of required performance measures to proper channels

- 5) Provide leadership to departmental staff
 - Represent department and/or organization through public presentations, collaboration with stakeholders, and community partners
 - Oversee dissemination material, especially for funders and policymakers, such as open letters, policy statements, and advocacy materials.
 - Demonstrate service models with partner agencies
 - Participate in relevant advocacy efforts (i.e. new federal or state efforts, renewal of legislation, ASTHVI)
 - Other job responsibilities as assigned



QUALIFICATIONS

Education & Experience

- Master's degree in Public Health, Public Administration or Social Work preferred, minimum of a Bachelor's degree in a relevant field required
- Minimum of five years of supervisory experience, preferably with a nonprofit and/or service provider
- Minimum of three years of work experience serving prenatal families, infants, toddlers and parents hailing from high-risk populations
- Strong computer skills with five to eight years' experience with Microsoft Office suite required
- Specialized or unique knowledge, skills or abilities
- Ability to perform data analysis and make data informed decisions for programmatic and financial decisions
- Knowledge of the strengths and challenges facing the American Indian / Alaska Native and Native Hawaiian / Pacific Islander communities, as well as other communities in need
- Experience with group speaking and presenting

REQUIREMENTS

- May be required to enter homes, apartments, or offices to engage with children and families (contingent on current state and federal safety guidance)
- Must pass a background investigation, including relevant criminal history
- Valid driver's license and auto insurance required
- Must be able to travel in and out-of-state from time to time
- Able to occasionally work weekends and evenings

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: 5/12/2023	Ends: UNTIL FILLED	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