



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

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Native Workforce Services Manager  
**DEPARTMENT/PROGRAM:** Native Workforce Services  
**STATUS:** Full-time  
**LOCATION:** UIATF Youth Home  
**PAY SCALE:** \$48,000 to \$52,000

**JOB PURPOSE:** The Native Workforce Services Manager is responsible for managing the day-to-day operations of the Native Workforce Services funded by the Department of Labor, Workforce Investment Act. This position will provide direct supervision of program staff and ensure all contract deliverables are met through program planning, monitoring client enrollment, support services and data collection along with implementing changes for program development, improvement and expansion based on community needs. This position is expected to maintain a high standard of professionalism, confidentiality and esteem building interactions with clients, staff and agency partners in accordance with UIATF policies. The position will maintain consistent and open communication with supervisor and other key staff to build and maintain relationships with partners and outside agencies.

This position will also establish goals and monitor progress and success in the Native Workforce Services program. This position is responsible for managing consistent and accurate records to ensure program functions are in accordance with Federal Workforce Investment Act regulations and service delivery.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide day-to-day programmatic oversight of employment services operations including regular supervision meetings with staff members where both positive and constructive feedback are provided. Ensure the provision of a safe, supportive, and enriching environment for community members accessing employment and training services at the worksite. Collaborate with UIATF Program Managers on the development of effective programmatic employment support service needs for community.
- Manage and monitor relevant program contracts and grants. Ensure contract compliance, appropriate contract expenditures, and accurate and timely reporting. Attend relevant agency and funder sponsored meetings.
- Prepare and submit program reports to funders in a timely manner with program materials, status and outcomes as required to ensure accuracy of data collection and tracking.
- Advise the Supervisor regarding needs, goals, future plans, and problems pertinent to Employment Service operations. Coordinate with other program managers around outcomes and needs.
- Hire, train, supervise and evaluate program staff by providing effective leadership and communication skills on programmatic changes to ensure a smooth transition in program operations.
- Manage flow of referrals into case management services. Evaluate case management systems and develop strategies that align with best practices. Monitor compliance with charting quality assurance and documentation requirements.
- Ensure the program staff maintain effective relationships with participants, families, co-workers and collaborators. Participate in development, planning and delivery of trainings for all staff.
- Manage program development efforts including researching successful existing programs, staff training opportunities and other educational opportunities.
- Network with other agencies to support integrated employment and training services for community members. Attend meetings as required and perform advocacy on behalf of the program when necessary.

- Develop and establish objectives for employment and training with each client to include short term and long-term goals.
- Attend all funded trainings, retreats and conferences related to programming as well as internal department and agency meetings as required.
- Prepare written monthly reports and other data reports as required by contracts.
- In addition to the responsibilities identified above, may be required to perform other duties, as directed including administrative tasks, operational assignments, development of program, and/or community relations.

**QUALIFICATIONS:**

- Minimum of three years successful work experience in performing the essential functions of the position as set forth above and/or in other human services with low income and culturally diverse populations.
- Demonstrated experience with program management including monitoring, planning, implementing programmatic changes, improvement plans and effective report preparation.
- Demonstrated skill in staff supervision and understanding of staff development principles. Strong team leadership and team development skills.
- Ability to work independently and as a member of a team.
- Demonstrated ability to communicate effectively with people from different backgrounds and with diverse communication styles, including meeting facilitation.
- Ability to recognize problems, assess situations, gather relevant information from a variety of sources and respond effectively to identified problems.
- A strong base of social services knowledge including understanding of local systems and awareness of existing and potential program partners.
- 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.
- Successful completion of a criminal background check.
- Valid Driver's license

**DESIRED QUALIFICATIONS**

- Familiarity with Federal Workforce Investment Act regulations and service delivery.

**EDUCATION:**

- Bachelors Degree preferred in field appropriate to area of assignment and/or five years effective administrative/coordinator program experience with staff supervision; or any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved. Non-Profit Management experience or similar field and/or equivalent financial services or banking experience.

Opening Date: August 10, 2010	<b>APPLICATION PROCEDURE</b>
Closing Date: Until Hired	Submit cover letter and resume to:
Compensation: DOE, plus excellent benefit package provided	United Indians of All Tribes Foundation PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640 Email: <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a>
United Indians of All Tribes Foundation is an Equal Opportunity Employer	