JOB ANNOUNCEMENT

JOB TITLE: Homeless Prevention Program Manager

PROGRAM: Homelessness Prevention
FLSA STATUS: Exempt

LOCATION: Daybreak Star Indian Cultural Center
WORK SCHEDULE: Full-time

REPORTS TO: Com. Serv. Div. Director
PAY RANGE: $68k

JOB PURPOSE

The Homeless Prevention Program Manager is responsible for the overall management and coordination of the program contracts and supervision of HPP staff. The Program Manager will coordinate service provision, and develop critical relationships with other agencies, employers, landlords and service providers. The Manager will ensure all contract deliverables are met through program planning, monitoring client enrollment, support services and data collection.

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 the UIATF policies. The position will maintain consistent and open communication with supervisor, their team and other key staff to build and maintain relationships with partners and outside agencies.

The Program Manager will also carry a small caseload of clients, as needed, and provide short term case management and prevention services to youth, young adults, families, and individuals. Case management is goal-based, strengths-based, participant-directed and focused on supporting clients in creating housing stability for them and, when present, their families. Case Managers are responsible for distributing financial support to clients to prevent eviction or homelessness.

The Homeless Prevention Program provides short term case management and eviction/homeless prevention services to youth/young adults, families and individuals. Other responsibilities include client advocacy, educational activities, outreach, developing community linkages and resource referrals for youth/young adults, families and individuals facing eviction or homelessness.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee Homeless Prevention program, including a team of case management and coordination staff.
- Ensure grant contract deliverables are met and program adheres to quality standards.
- Identify program delivery concerns, issues and potential solutions.
- Hire, train, and supervise staff and consultants.
- Manage and utilize participant data systems for outcome tracking and evaluation.
- Generate reports and utilize data in CQI efforts.
- Maintain contracts, MOU/MOA’s and other agreements to provide critical services.
• Act as a liaison between funders, partner agencies, UIATF program staff, and HPP team.
• Attend or initiate necessary or relevant meetings and conferences.
• Provide oral presentations of program services, accomplishments, and progress, as needed.
• Conduct staff meetings regularly and provide ongoing training for all staff; provide professional development opportunities to staff.
• Prepare all required reports (i.e.; monthly, quarterly, annual) and work with finance team to submit timely and accurate invoices to funders.
• Assist UIATF and stakeholders in developing supplemental programs to meet identified needs.
• Oversee and provide guidance in staff enrollment of clients and the subsequent provision of services.
• Develop relationships with relevant agencies and partners for referrals and collaboration.
• Supervise and regularly review data collection and maintenance, including electronic and hard copy client files.
• Implement training initiatives, operational assignments, and the development of program policies/procedures.

QUALIFICATIONS

• Ability to work independently and as a member of a team, including leading a team.
• Demonstrated ability to communicate effectively with people of different backgrounds and with diverse communication styles.
• Ability to recognize problems, assess situations, gather relevant information from a variety of sources, and respond effectively to identified problems.
• A strong understanding of local systems and awareness of existing resources for clients experiencing imminent homelessness.
• A strong understanding of local and state landlord-tenant laws.
• Ability to work with diverse populations, including the BIPOC and LGBTQIA2+ communities; specifically the urban Native population, including knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native, Native Hawaiian and Pacific Islander community.
• Successful completion of a criminal background check.
• Valid Washington State Driver’s license and current auto insurance.
• Must have own reliable transportation to travel to meetings with providers, clients and events.
• Demonstrated ability to update and maintain client database; with strict adherence to confidentiality/privacy and security standards.

EDUCATION:
• Master in Social Work or related field and 3-5 years of relevant work experience preferred; or Bachelor’s Degree in Human Services or related field and/or 5-8 years of relevant work experience.

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 25 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.

WORK ENVIRONMENT

Work environment characteristics 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 not exposed to weather conditions. The noise level in the work environment is usually moderate.

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<th>Closing Date: WHEN FILLED</th>
<th>Submit cover letter and resume to:</th>
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