JOB ANNOUNCEMENT

JOB TITLE: Traditional Medicines Program Manager  
DEPARTMENT/PROGRAM: Family Services

REPORTS TO: Family Services Division Director  
STATUS: FT

LOCATION: Columbia City  
GRADE: $60,000

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.

JOB SUMMARY:

To develop and implement a community based Traditional Medicines program based on the needs of and input from the United Indians community. This program is funded for 1 year as a pilot program that has potential for additional years of funding based on implementation success.

The ideal candidate is exceptionally organized, capable of managing and prioritizing multiple tasks, collaborative, and maintains a high level of attention to detail.

ESSENTIAL FUNCTIONS:

Program Development and Implementation Planning

- Organize and facilitate focus groups with the 4 generations of the community (winter north elders; autumn west adults; summer south youth; spring east children) to guide initial plans and arrange for individual interviews
- Develop program implementation plan in partnership with division director, grant authors and funder
- Schedule full-year of activities based on needs identified by focus groups and interviews

Program Management

- Oversee UIATF Traditional Medicines Program
- Develop and maintain community relationships to ensure smooth service delivery
- Monitor program processes to ensure efficient service delivery
- Provide training and task supervision to practicum students, interns and volunteers
- Prepare program reports for the program for funders with support from the Family Services Director
- Participates and collaborates with Division Director, Evaluation Team and funder in general program activities such as program evaluation, performance measurement reporting, continuous quality improvement or rapid cycle learning and improvement
- Oversee development and implementation of Traditional Medicines classes for the community, per the implementation plan
- Participate in traditional medicines partnerships, coalitions and professional development opportunities
- Participate in advocacy efforts regarding traditional medicines, native plant cultivation and uses that align with community requests
Program Orientation, Support & Supervision

- Conducts and coordinates all traditional medicines activities, including advisory groups, community focus groups, generational interviews and reports
- Ensure all activities are guided by community input and are culturally grounded in authentic, Native teachings with guidance from community experts
- Ensure compliance with divisional practices, values, and standards (cultural relevancy and cultural sensitivity) including treating all community members with respect
- Manages, assigns, and enters all associated data and paperwork per grant, division and UIATF policies and procedures
- Responsible for ensuring that all program data collection, completion and entering of all required data including but not limited to direct services, referrals, goals and correspondence are completed and all standards including required formats and timeframes are adhered to
- Maintains appropriate and professional relationships with all staff and families through frequent communication via in-person, phone, email, text or other written correspondence
- Provide reflective supervision to staff (once trained and if program expands to include more staff). Manages assigns, and enters all
- Plan for professional development and goal setting with staff/volunteers
- Complete and implements performance evaluations and related documentation
- Monitor the quality of service and productivity of staff/volunteers as defined in program implementation plan

QUALIFICATIONS:

The minimum education requirements and qualifications for this position are:

- Knowledge of and experience with the Indigenous community are essential for success
- Minimum Three years experience with successful program management required (must provide positive referral as evidence)
- Course work that supports this position (environmental education; ecology; gardening; food sovereignty; etc.) is highly desirable
- Proficiency with Microsoft Office Applications, especially Excel and Word, social media platforms
- Writing sample required
- Must have own transportation to visit clients, purchase supplies, and host groups at different locations
- Applicant must have a valid driver’s license and auto insurance
- Background check required

KNOWLEDGE, SKILLS, ABILITIES AND OTHER WORK CHARACTERISTICS

- Ability to plan, coordinate, and organize work projects
- Facilitation and presentation skills
- Strong communication and writing skills
- Experience collaborating with a variety of staff
- Strong attention to detail
- Passion for and commitment to the mission of United Indians of All Tribes Foundation
- Adept at working cross-culturally with Indigenous individuals, families, and communities
- Knowledge of the strengths and challenges facing the American Indian / Alaska Native and Native Hawaiian / Pacific Islander communities
- Have the skill to work independently, maintain a consistent schedule and maintain regular contact/coordination with program manager
• Aptitude for solving problems with creativity and resourcefulness
• Ability to develop positive relationships with clients, providers, staff

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; talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, and depth perception.

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.

This position will regularly be in a standard office environment, with potential travel to public and private locations. 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.

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.

OPENING DATE: Nov 15, 2021
CLOSING DATE: Until Filled

United Indians of All Tribes Foundation is an Equal Opportunity Employer

APPLICATIONS FOR EMPLOYMENT can be obtained at www.unitedindians.org/about/jobs, please submit with a resume and cover letter to jobs@unitedindians.org.

Please contact HR for questions: #206-475-1353, msalanga@unitedindians.org