



COWLITZ INDIAN TRIBE
DEPARTMENT OF HUMAN RESOURCES
JOB ANNOUNCEMENT

STRIVE VISIT NAVIGATOR

POSITION DESCRIPTION

Title: *STRIVE* Visit Navigator

Schedule: Monday through Friday

Location: Tukwila, WA

Classification: Full time

Opening Date: January 2020

Salary Range: \$17.00 to \$25.00 DOE

Closing Date: Open till filled

Position Summary:

The assigned *Strive* Visit Navigator is responsible for supervising visits and providing a safe, secure environment, physically and emotionally, for Native American/Alaska Native children in alternate care by supervising visits with their natural parent(s) at agreed-upon site. The *Strive* Visit Navigator works closely with staff from the Cowlitz Indian Tribe's Mental Health Program and University of Washington Partners for Our Children on adaptation and implementation of the *Strive* parent support and education program. This position will be responsible for providing the *Strive* parent support curriculum in conjunction with supervised Family Time visitation between parents and their children.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

- To supervise visits of non-custodial parents with their child(ren). This includes monitoring and, if necessary, intervening with the parent or child who demonstrated inappropriate physical or verbal behaviors.
- To maintain contact with the social worker assigned to the case.
- To report as soon as possible any problems or concerns regarding a specific client, social worker or visitation request.
- To work with the Cowlitz Tribal Mental Health program and any other collaborating agencies as a team member to best meet the needs of the client.

- To treat clients with respect and dignity.
- To perform only those supervised visitation requests authorized by the *Strive* Visit Supervisor, at the request of a Social Worker, to fulfill the case plan for that individual/family.
- To be prompt in keeping appointments and adhering to agreed upon schedules.
- To abide by the Rules of Confidentiality.
- To record time and supervised visitation reports using the assigned code number and forms. To turn in these forms in a timely manner so that reimbursement can be made and all pertinent parties can be kept up to date.
- To inform the Strive Visit Supervisor or appropriate designee, of vacations, illness etc. that would necessitate a substitute supervisor, with as much advance notice as possible.
- To respect the rules regarding visitation procedures.

MINIMUM QUALIFICATIONS:

- Must be at least 21 years of age
- Education/Experience:
 - Possess High school diploma or GED; **and** twelve (12) months documented experience working with children and families in the following settings (These twelve (12) months may include volunteer time or internship):
 - (a) A Washington State licensed in-home or facility based daycare, or nanny; (b) School setting; (c) A child placing agency, residential care program, or as a licensed foster parent; (d) Conducting supervised visits; and (e) Working as staff directly with children and families in a community service organization such as, but not limited to: i. The YMCA; ii. A scouting organization; or iii. Sports program.

OR

 - Associate’s Degree in Human Services or related field, or two (2) years of completed coursework toward Bachelor’s degree; **and** six (6) months documented experience directly working with children and families in the following settings (These six (6) months may include volunteer time or internship):
 - (a) A Washington State licensed in-home or facility based daycare, or nanny; (b) School setting; (c) A child placing agency, residential care program, or as a licensed foster parent; (d) Conducting supervised visits; or (e) Working as staff directly with children and families in a community service organization such as, but not limited to: i. The YMCA; ii. A scouting organization; or iii. Sports program.

OR

 - Bachelor’s Degree in Human Services or related field;
- Current certification in First Aid and Cardiopulmonary Resuscitation (CPR); or ability to gain certification within 3 months of hire
- Completion of an approved course on blood borne pathogens in the past two (2) years.
- At least two (2) written references from prior employer(s)/supervisors documenting skills working with children.
- Must possess and maintain valid Washington State Driver’s license and auto insurance
- Must submit to and pass a criminal background check and drug screen
- Capable of handling emergencies if necessary.

DESIRED QUALIFICATIONS:

- Demonstrated knowledge of child safety;
- Demonstrate effective problem solving;
- Excellent verbal and written communication;
- Knowledge of basic child development and milestones; and
- Effective interpersonal communication.
- Must be dependable, flexible and patient.
- Sensitive to the needs of the families we work with.

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

Please mail resume and cover letter to:

Elizabeth Rideau
Erideau@cowlitz.org