

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406.675.2700
PERSONNEL DEPARTMENT FAX: 406.675.2711
CSKT Website: cskt.org
E-mail: renee.joachim@cskt.org
****V A C A N C Y A N N O U N C E M E N T****
(Re-advertising due to no qualified applicants)**

TITLE: Family Engagement Coordinator

LOCATION: Early Childhood Services – Ronan, MT

SALARY: \$ 22.58 to \$ 26.30 per hour
\$ 46,966.40 to \$ 54,704.00 per annum

CLOSING DATE: Thursday, September 28, 2017 at 5:30 p.m.

SPECIAL CONDITIONS:

This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy and is subject to random alcohol and drug testing. **The successful applicant if not already employed by the Tribes must pass a pre-hire drug test and will be required to serve a mandatory six-month probationary.**

DUTIES:

Parent/Family Engagement:

1. Reviews and revises the Family/Community Service Plan annually in consultation with ECS staff, parents, and community partners.
2. Coordinates implementation of the Early Childhood Services parent/family engagement components working closely with parents/families, Family Advocates, Administrative Team members, and Center Classroom Staff.
3. Provides family engagement training as needed for ECS staff, parents, and Policy Council ensuring the use of the "Parent, Family, Community Engagement Framework" throughout the ECS programs to promote parent and family engagement and children's learning development.
4. Plans, supports, and provides opportunities for parents to become involved in program activities. Monitors, evaluates, and recommends improvements to parent activities.
5. Provides training, support, and guidance to Family Advocates and classroom staff in the area of parent/family participation in ECS programs. This might involve the monthly center parent meetings, ECS training sessions, special projects such as recognition and honoring of parents.
6. Attends at least one center parent meetings at each center annually.
7. Organizes and arranges for parent/family orientation at the beginning of each program year in collaboration with the other Administrative Team members.
8. Provides technical direction for Family Advocates and center classroom staff in the provision of parent services that support and enhance the parental role as the principal influence in their child's education and development.
9. Coordinates parent volunteer recruitment, scheduling and training.

B. Program Governance (Policy Council):

1. Coordinates implementation of *Head Start Program Performance Standards* for program governance.
2. Organizes and supports Parent Policy Council by assisting with agenda and meeting minutes, attending Policy Council monthly meetings, training Policy Council members, maintaining a parent activity financial account for each Center, and other support as indicated.
3. Maintains up-to-date record of Policy Council representatives to ensure appropriate Policy Council representation according to *Head Start Program Performance Standards*.

C. Family Advocacy:

1. Supervises Family Advocates. Conducts at least 2 job assessments and one annual performance evaluation for each Family Advocate identifying strengths and areas to strengthen, in order to plan effectively for their professional development needs.
2. Coordinates family advocacy staff orientation.

DUTIES CONTINUED:

3. Helps develop and ensure Family Advocates' Professional Development Plans are completed annually, followed, and updated.
4. Coordinates annual trainings for Family Advocates in the area of family services and other on-going training activities.
5. Ensures that Family Advocates make ongoing, quality home visits as required to support family strengths, and offer information, educational materials, and other services as needed. Accompanies each Family Advocate on at least one home visit to ensure quality of services.
6. Reviews and follows-up on the Family Advocates' Monthly Progress Reports.
7. Oversees Family Advocates in the completion of the Family Needs Assessment and Family Partnership Plans. Reviews and signs off quarterly on progress toward objectives on Family Partnership Plans for all Family Advocates. Plans training and/or makes referrals according to results of needs assessment in coordination with Family Advocates and other Administrative Team members.
8. Through discussions with Family Advocates, identifies social service needs of identified families and provides technical direction and assistance, in cooperation with other EHS/HS classroom and administrative staff.
9. Monitors services delivered by auditing child files, and attending a minimum of one case management meeting and one child staffing meeting with each Family Advocate.

- **To view the entire position description, request a copy from the Personnel Office.**

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Bachelor's Degree in Human Development, Counseling, Communications, Psychology, or other related field.
- Must have or be willing to obtain six (6) courses in Early Childhood Education.
- Two (2) years of experience conducting adult training workshops.
- Three (3) years of supervisory experience with adults.
- Employment preference given to current or former Head Start/Early Head Start parents. Must provide documentation.
- Possess current CPR and First Aid certification with Infant/Child endorsement; or be willing to obtain upon hire.
- Health Requirements:
 - Current Physical Exam or ability to obtain Physical Exam upon hire.
 - Current on required immunizations or ability to become current upon hire.
 - Verification of recent TB screening or ability to complete required screen upon hire.
- Must pass drug test and complete a Criminal Record Check including fingerprinting (no violence against children or other individuals, no domestic violence, no sexual abuse or violent acts against children or any other person) prior to employment and every 2 years thereafter; subject to random drug testing through the Confederated Salish and Kootenai Tribe's Personnel department.
- Current Montana Driver's license and insurable under Tribes Fleet policy.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

SUBMIT:

1. Completed Tribal employment application. (Resumes may be submitted but may not replace or supplement the official tribal application).
2. Certified copies of relevant academic transcripts and training certificates.
3. Completed questionnaire for background investigations.
3. Proof of a valid driver's license.
4. If you are claiming Veterans Preference, a copy of the DD214 must be submitted with the application.

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

SUBMIT ALL OF THE ABOVE TO: Evelyn Charlo, Personnel Department, P.O. Box 278, Pablo, MT 59855, telephone 406.675.2700, ext. 1029.

FOR MORE INFORMATION:

Contact: Jeanne Christopher, ECS Director @ 406.675.2700, ext. 5513.