



Inter-Tribal Council of Nevada
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JOB ANNOUNCEMENT

POSITION: FAMILY SERVICE PARTNER
DEPARTMENT: Head Start
LOCATION: Walker River
SHIFT: 7:30 a.m. – 4:00 p.m
STATUS: \$8.36 / Hour: (Part-Time)
OPEN: 2/3/2017 **CLOSES:** Until Filled

JOB SUMMARY: Responsible for providing Family Support Services, including implementing, coordinating and engaging families in the process; providing direct case management services to families enrolled in the ITCN Program in accordance with Head Start Performance Standards. This position is under the supervision and evaluated by the Head Start Lead Teacher, in collaboration with the Family Services Manager.

DUTIES AND RESPONSIBILITIES including but not limited to:

- Establish mutual respectful partnerships with families to enhance the quality of their lives and their communities.
- Conduct outreach, door-to-door recruitment and document ongoing recruitment efforts;
- Provide orientation on Philosophy of Program and Services provided;
- Establish and maintain ongoing partnerships based on trust with families;
- Communicate effectively using appropriate verbal and nonverbal messages and reflective listening skills;
- Implement strategies including home visits to learn about families and the changing community,

Support the families' efforts to reach their goals.

Indicators: *Head Start staff working with families must demonstrate their ability to do the following:*

- Develop strength-based assessments with families that describe their goals, strengths, resources and support networks, as well as necessary services and support;
- Develop, in partnership with the family, an individualized family plan;
- Facilitate families problems-solving and teach problem-solving skills;
- Advocate for the family and support them in advocating for themselves;
- Follow-up with the family on the progress toward meeting their goals and any needed revisions to the plan;
- Assist with transitions to other programs, communities and schools.

Offer parents an opportunity to be engaged in group activities, including policy groups and educational activities based on interest and need.

Indicators: *Head Start staff working with families must demonstrate their ability to do the following:*

- Identify common interest and needs of parents in order to plan appropriate activities;
- Work with parent groups on group formation, group processing, and leadership;
- Provide and/or coordinate training and educational opportunities for parents;
- Engage parents in volunteering, community services and other ways of contributing to program activities and services.

Provide opportunities for children and families to be engaged in Family Literacy Services

Indicators: *Head Start staff working with families must demonstrate their ability to do the following:*

- Work with other programs staff support interactive literacy activities between parents and their children;
- Provide training for parents on how to be the primary teacher for their children and full partners in the education of their children;
- Assist parents as adult learners to recognize and address their own literacy goals;
- Link and support parents in literacy training that contribute to self-sufficiency

Coordinate and integrate Head Start services in order to enhance effectiveness

Indicators: *Head Start staff working with families must demonstrate their ability to do the following*

- Serve as a productive team member on an interdisciplinary team of professionals;
- Participate in and facilitate case conferences to promote service integration;
- Share knowledge of health, mental health, disabilities and child development in order to ensure holistic service delivery;
- Promote and support parent involvement and leadership throughout the program.

Support families in accessing other community resources.

Indicators: *Head Start staff working with families must demonstrate their ability to do the following*

- Research and keep up-to-date on program and community resources;
- Analyze match of community resources to family needs and identify unmet family needs;
- Refer families to community resources and follow-up on the effectiveness of referrals;
- Promote community partnerships that will improve support to families;

Ability To:

- Read and interpret documents, such as Head Start Performance Standards, ITCN Personnel Policies; and a variety of instructions furnished in written and oral form;
- Write routine reports, correspondence and business communications that conform to prescribed style and format;
- Speak effectively;
- Obtain CPR Certification, TB & Hepatitis Screening (must submit copies);
- Travel away from assigned site for periods of a week at a time will be required;
- This position will be required to participate in program activities outside of their normal work hours and scheduled work days; Flexing hours will be encouraged.

Physical Demands:

- The work outlined in this job description involves considerable sitting, standing, walking, bending and lifting (maximum of 45 lbs.) on a daily basis;
- Employee must be able to respond when needed by prompt appearance at a required location.
- Employee must be able to work under physically and emotionally stressed conditions
- The employee may be exposed to communicable diseases
- This employee must have specific vision abilities, to include close vision, distant visions, peripheral vision and depth perception

QUALIFICATIONS: Must possess a valid Driver's License and reliable vehicle with the required state insurance coverage. Must have a High School Diploma or GED. (must submit a copy) Two (2) years of experience working in the field of Human Services, Early Childhood Education, Mental Health, Family

Studies or related field; or an Associates of Arts from an accredited college or university in Human Services, Early Childhood Education or Family Development Credential with one (1) year full-time teaching experience in a Pre-School setting and familiarity with a Non-Profit, Public Sector, or Community Action Program, preferably Head Start or related Pre-School Program; and willingness to work primarily in the home of families residing in high-risk communities

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Work effectively in a guiding capacity and as part of a team in support of the Head Start Philosophy of shared authority and decision making at the center level and at the administration level. Read and interpret documents such as Head Start Performance Standards, Policies and Procedures, Personnel Policies, Safety rules, government guideline and operating and maintenance instructions. React with sensitivity to the emotional needs of children. To exercise good judgment, courtesy, and tactfulness in dealing with staff, parents, children, and community. Responds positively and constructively to common inquiries or complaints from parents, community and/or family members.

Work Environment:

Work is primarily performed in a standard office setting that is well lit, temperature controlled with low to moderate noise levels. Work is also performed in a variety of early childhood education centers with moderate to loud noise levels, in well lit and temperature controlled environments. May require some exposure to anti-bacterial hand sanitizers and standard household cleaning products as well as uneven terrain when carrying supplies to and from Head Start centers.

Physical Demands:

The physical demands described herein are represented 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. The employee is regularly required to stand, reach with hands and arms, and talk or hear. The employee is frequently required to walk, sit, and use hands to handle or feel. The employee is regularly required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 45 pounds. The employee must have specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

Supervisory: None

Note: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required.

PREFERENCE: *Preference in filling vacancies is given to qualified Native American candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 & 473). However, Inter-Tribal Council of Nevada is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions in Section 703 of Title VII of the Civil Rights Act of 1964, amended in 1991.*

HOW TO APPLY: *Applications are available on our website.*

Submit your completed application, resume, copies of degree/diploma, etc to the Personnel Office by the closing date listed above. Applications may also be submitted by fax to 775-284-3407, or emailed to personnel@itcn.org.

The Inter-Tribal Council of Nevada, Inc. promotes and maintains a drug free workplace. All individuals accepting employment with ITCN may be subject to a pre-employment drug screen and criminal background check.

ITCN offers a comprehensive benefits package to eligible full-time employees including: employer paid medical, dental, vision & life insurance, paid vacation & sick leave, 12 paid holidays per year, and opportunities for training and career advancement.

Preference in filling vacancies will be given to qualified Native American candidates in accordance with the Indian Preference Act (Title 25, U.S. Code Section 472 & 473). However, the Inter-Tribal Council of Nevada, Inc. is an equal opportunity employer and will consider all qualified applicants in accordance with the provisions set forth in Section 703(l) of the Civil Rights Act of 1964, as amended in 1991.