



CANKDESKA CIKANA COMMUNITY COLLEGE

Spirit Lake Dakota Nation

Human Resource Office

Vanessa Thomas, HR Director

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www.littlehoop.edu

VACANCY ANNOUNCEMENT

Position Title: Head Start Family Services Advocate
Supervisor: Head Start Family Services Coordinator
Opening Date: May 15, 2017
Closing Date: May 30, 2017
Salary: DOQ

QUALIFICATIONS:

- Minimum of an Associate's degree in Social Work, Human Services, Counseling, or related field; Bachelor's degree preferred.
- Head Start experience preferred.
- Working knowledge of local resources and the skill to link families with appropriate agencies/services.
- Strong verbal, organizational and written communication skills.
- Strong computer literacy skills.
- Commitment to professional standards of confidentiality.
- Willing to pursue and complete CPR & First Aid Certification within thirty days of employment.
- Complete a current health physical and Mantoux Tuberculosis testing (TB) verifying approval to provide childcare within thirty days of employment.
- Flexible work schedule is required to include evening and possible weekend hours.

Condition of Employment: Appointment will be subject to the applicant's successful completion of a background check.

JOB DUTIES & RESPONSIBILITIES:

- Organizes, facilitates and conducts meetings and training sessions in the area of Parenting Skills for parents.
- Conducts Family Services home visits with enrolled Early Head Start & Head Start families.
- Assist parents in developing individualized short/long term financial and social self-sufficiency goals. As identified with Head Start Family Services.
- Assist families by referring them to medical insurance and other services for participating children.
- Maintain all Family Services files, records, and reports.
- Organizes and participates in Early Head Start/Head Start inter-agency meetings.
- Participates in community boards, councils, advisory groups etc., representing the program.
- Organizes and facilitates all Parent Committee and Policy Council meetings and provides training to parent representatives.
- Attends grantee pre-service training, participates in and maintains ongoing efforts for professional development.
- Maintains organized records of activities related to the Family Partnership Area including family files, records, reports, plans, projects, and reviews.
- Coordinates and implements project efforts to encourage community members and parents as volunteers.
- Attends all center staffing and management meetings.
- Develop and implement on-going family plans with teaching staff regarding child performance in the classroom by coordinating parents.
- Identifies community agencies and resources which provide services to families, establishing and maintaining cooperative relationships with them.
- Advocates for Head Start families and promotes their ability to advocate for themselves.
- Assists parents in fund-raising activities, per Head Start fund raising policy.
- Coordinates and ensures the delivery of social services, emergency and non-emergency services, directly or through referrals.
- Coordinates the development and update of the Community Resources Directory.
- Responds to child(s) absences and follows up according to Head Start procedure.
- Submits accurate, timely reports as requested by Director or Grantee.
- Ensures absolute confidentiality with respect to information records concerning families and children.
- Performs ongoing ERSEA and Family Services documents accurately and timely.
- Adheres to Head Start Performance Standards and personnel policies.
- Perform other duties as assigned.

GENERAL INFORMATION: A complete application shall consist of CCCC Application for Employment, cover letter, resume, three reference letters or list three references of individuals familiar with your preparation/experience, and copy of unofficial college transcripts (Official copy required if hired). Persons claiming Indian and/or Veteran Preference must provide proof with application. **Incomplete applications will not be considered.**

Applications should be submitted to: Human Resource Office, Cankdeska Cikana Community College, PO Box 269, Fort Totten, ND 58335. For more information please call 701.766.1333 or visit our website at www.littlehoop.edu

STATEMENT OF POLICY ON NON-DISCRIMINATION

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