



**CANKDESKA CIKANA
COMMUNITY COLLEGE**
Spirit Lake Dakota Nation

Vanessa Thomas
Human Resources Director

PO Box 269, Fort Totten, ND 58335
701.766.1333 ph • 701-766-1320 fax
www.littlehoop.edu • vanessa.thomas@littlehoop.edu

VACANCY ANNOUNCEMENT

Position Title: Mental Health & Early Childhood Disability Coordinator
Head Start 0-5 Program
Supervisor: Head Start Director
Opening Date: January 9, 2019
Closing Date: January 23, 2019
Salary: DOQ

QUALIFICATIONS:

- Minimum of a graduate degree in psychology, education, social work, or counseling.
- Preference given to LPC, LPCC, LICSW, or other licensed/certified practitioner.
- Experience in providing mental health, developmental, and behavioral observations/assessments.
- Preference given to individuals with IEP development experience and supportive strategies for classroom teaching staff.
- Experience in mental health intervention and prevention services to families and children.
- Ability to maintain positive and effective working relationships with children, families, colleagues, and network partners.
- Must have strong verbal and written skills and the ability to respond to stressful and sensitive situations in a professional manner.
- Must give written consent for and participate in mandatory and random drug testing as prescribed by the CCCC's Human Resources Personnel Policies and in consideration of the Head Start Performance Standards of Conduct, 1302.90 (c) (1).
- CCCC is required to give preference to qualified Native American Indian applicants in accordance with the Tribal Employment Rights Ordinance (TERO), Charter 15-4-101 requirements as outlined within CCCC Personnel Policy 207. CCCC is an Equal Opportunity Employer.

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

JOB DUTIES & RESPONSIBILITIES:

- Perform general classroom and other observations to access social-emotional, behavioral health needs of children, families, and staff.
- Collect data, maintain timely records, provide reports, and support compliance in all facets of Head Start Performance Standards and Agency Policies.
- Provide child development information related to social-emotional development and mental health.
- Provide guidance to staff on selecting and implementing appropriate classroom management.
- Administer and interpret behavioral, educational, social-emotional screening and assessment tools and finding.
- Ability to plan, organize, adhere to, and implement procedure according to Office of Head Start and CCCC policy.
- To provide staff and family support or trainings focused on early intervention, emotional wellbeing, assessment, positive parenting, or referral services.
- Provide guidance in developmentally appropriate/adaptive activities and effective ways to work with and support young children.
- To effectively demonstrate and communicate proper use and application of equipment, materials, and supplies.
- To respect and promote the unique identity of each child and family and refrain from stereotyping based on gender, race, ethnicity, culture, religion and disability.
- To use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse or humiliation.
- To participate in the Head Start program's random drug and alcohol testing system.
- Meet with classroom teams and staff to review observations and develop and implement plans as needed.
- Meet with families, network partners, and individuals to consult mental health, education, and behavioral needs and create follow-up plans for ongoing support.
- Conduct standardized developmental, behavioral, and/or social-emotional screens and assessments for individual children as assigned or referred for consultation.
- To accept other job related duties as assigned by the Head Start Director.

GENERAL INFORMATION: A complete application shall consist of a cover letter, resume, CCCC Application for Employment, three reference letters or list three references of individuals familiar with your preparation/experience, and a copy of 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

Cankdeska Cikana Community College will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with Federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Inquiries or concerns may be referred to the Director of Student Success, Cankdeska Cikana Community College, (701)766-1305 or 1-888-783-1463 or to the Office of Civil Rights, US Department of Education, 500 W. Madison Street Suite 1475 Chicago, IL 60661.

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