



**CANKDESKA CIKANA  
COMMUNITY COLLEGE**  
*Spirit Lake Tribe*

**Vacancy Announcement/  
Job Description  
Human Resource Office**

PO Box 269, Fort Totten, ND 58335  
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[www.littlehoop.edu](http://www.littlehoop.edu) • [sheri.aiehl@littlehoop.edu](mailto:sheri.aiehl@littlehoop.edu)

**Position Title:** Family Child Care Educator  
**Supervisor:** Assistant Director/Education Manager  
**Opening Date:** April 22, 2021  
**Closing Date:** Until Filled  
**Salary:** DOQ/Full-Time

**QUALIFICATIONS:**

- An associate's degree or vocational certificate required. A minimum of an LPN preferred.
- Complete and maintain licensing or certifications as applicable.
- Strong verbal, organizational and written communication skills.
- Strong computer literacy skills.
- Commitment to professional standards of confidentiality.
- Must maintain CPR and First Aid certification.
- Complete a current health physical and Mantoux Tuberculosis testing (TB) verifying approval to provide childcare within thirty days of employment.
- Flexible work scheduled is required to include evening and possible weekend hours.
- 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: Employment is contingent upon completion of a satisfactory criminal background check and drug screening.*

**JOB DUTIES & RESPONSIBILITIES:**

- Develops and revises health service policies and procedures related to home-based (prenatal and birth to 3 years old) services.
- Actively recruits and enrolls pregnant mothers and children under three years of age to participate in the home-based program and provides case management.
- Actively utilizes the Partners for a Healthy Baby curriculum.
- Responsible to arrange, implement and monitor the health screenings for all Head Start enrolled children and/or pregnant mothers per Head Start Program Performance Standards.
- Maintains compliance with the Head Start Program Performance Standards in the reporting and inputting of data into ChildPlus®.
- Assists with ERSEA and child portfolios as related to prenatal services as identified in the Head Start Program Performance Standards.
- Responsible to identify and assist with the arrangement of staff health trainings and/ or certifications for Head Start compliances, licensing and other certifications as identified.
- Professionally represent CCCC Head Start program as you engage and participate in the community-based Health Service Advisory Committee per Head Start Program Performance Standards.
- Provides one home visit per week per family (a minimum of 46 home visits per year), at least an hour and a half in length, and 22 group socialization activities over the course of the program year.
- Responsible to assist with Head Start requirements, which may include: planning, self-assessment, program information reports and grant writing.
- Responsible to participate in a Professional Development Plan as identified in the Head Start Performance Standards.
- Follows the Head Start program's confidentiality policies and rules of conduct concerning information about children, families or other staff.
- To respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of 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.
- To assist in providing breaks to Head Start and Early Head Start classrooms as assigned.
- To accept other duties as identified by the supervisor and/or Program Director.

**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 transcript (Official copy required if hired). Persons claiming Indian and/or Veteran Preference must provide proof with application. **Incomplete applications will not be considered.** To apply, submit all requested material 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](http://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 Title IX Coordinator, Cankdeska Cikana Community College, (701)766-1131 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.*

**Think Dakota • Live Dakota**

*CCCC is an EO/AA college.*