

Vacancy



**CANKDESKA CIKANA
COMMUNITY COLLEGE**

Spirit Lake Tribe

Position Title: Head Start Prenatal Educator
Supervisor: Family Services Coordinator
Opening Date: August 25, 2021
Closing Date: Until Filled
Salary: DOQ

QUALIFICATIONS:

- An associate's degree or vocational certificate required. A minimum of an LPN preferred.
- Complete and maintain licensing or certifications as applicable.
- Must maintain CPR and First Aid certification.

JOB DUTIES & RESPONSIBILITIES:

- Actively recruits consumers to enroll in program and provides case management.
- Develops and revises health services and related Prenatal and other health Policies and Procedures.
- Responsible to arrange, implement and monitor the health screenings for all Head Start enrolled children by implementing screenings within policy.
- Ensure and monitors that classroom staff are implementing Health Services Policies & Procedures as defined by the Head Start Performance Standards and CCCC Head Start programming.
- Maintains Head Start program health compliance with Federal, State, local standards and Head Start Performance Standards, reporting, assessments, data and systems management; including ChildPlus.net and other information software.
- Assists with ERSEA and child portfolios as related to prenatal services as identified in the Head Start performance standards.
- Responsible to identify and assist with the arrangement of staff health trainings, screenings, and/ or certifications for Head Start compliances, licensing and other certifications as identified.
- Assure the implementation of strategies and practices for the prenatal developmental progress of children and emergency health procedures in response to children to insure the safety and health of all children in the classrooms.
- To represent the CCCC Head Start program as you develop, engage and implement a community based Health Advisory Committee as identified in the Head Start Performance Standards.
- Responsible to participate in health related building and grounds monitoring, inspections and reviews as identified by Head Start Performance Standards and Child Care Licensing requirements.
- Responsible to assist with Head Start Program Design and Management systems including: planning, community assessment, self-assessment, program information reports, grant writing, etc.
- Responsible to participate in a Professional Development Plan as identified in the Head Start Performance Standards.
- To follow Head Start program confidentiality policies and rules of conduct concerning information about children, families or other staff.
- To use positive methods of child guidance.
- Participate in increasing knowledge of Dakota culture and language.
- Other duties as assigned.

Appointment will be subject to the applicant's successful completion of a satisfactory criminal background check and drug screening. CCCC gives preference to qualified Native American's and Veterans in accordance with the Spirit Lake Tribal Employment Rights Ordinance (TERO). CCCC is an EEOC Employer.

Contact: Human Resource Office 701-766-1309

Submit Resume/Application with supporting documents to sheri.diehl@littlehoop.edu

Visit our website www.littlehoop.edu for an online application

