



CANKDESKA CIKANA COMMUNITY COLLEGE

Spirit Lake Dakota Nation

Human Resource Office

Vanessa Thomas, HR Director

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VACANCY ANNOUNCEMENT

Position Title: Head Start Health Services Specialist
Supervisor: Head Start Director
Opening Date: April 30, 2018
Closing Date: May 14, 2018
Salary: DOQ

QUALIFICATIONS:

- Minimum of a LPN, preference for a RN or related license.
- Submit verification of current immunizations.
- Must maintain CPR and First Aid certification prefer instructor status.
- Verification of a clear background check and signed written consent for and participate in annual and random state background check with law enforcement and child welfare agencies.
- Must give written consent for and participate in mandatory and random drug testing as prescribed by the CCCC's Human Resources personnel handbook and in consideration of the Head Start Performance Standards of Conduct, 1302.90 (c) (1).
- Identify if you have been a former or current Head Start parent(s), in accordance with Head Start regulation 1302.90 (b) (6), current or former Head Start parents are given preference for employment for which they are qualified.
- Qualified Native American applicant, identify Tribal enrollment

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

JOB DUTIES & RESPONSIBILITIES:

- Develops and revises health services and related health Policies and Procedures.
- Responsible to arrange, implement and monitor the health screenings for all Head Start enrolled children by implementing screenings within the 45 and 90 day Head Start Performance Standards and guidelines.
- 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 the health of the child as identified in the Head Start 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.
- Assure the implementation of strategies and practices for the 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 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 accept other duties as identified by the 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 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 Dean of Academics, Cankdeska Cikana Community College, (701)766-1309 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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