

# Vacancy



**CANKDESKA CIKANA  
COMMUNITY COLLEGE**

*Spirit Lake Tribe*

**Position Title: Health Coordinator**

**Salary: \$23.00/hour + DOQ**

**Supervisor: Head Start Assistant Director**

**Opening Date: February 24, 2025**

**Closing Date: Until Filled**

## **QUALIFICATIONS:**

- License or certification in health field (CNA, CMA, LPN).
- Experience working with children and/or families preferred.
- Knowledge of community health resources.
- Strong organizational skills with attention to detail and accuracy in documentation.
- Cultural awareness and sensitivity to Dakota values, traditions, and language.

## **SUMMARY OF JOB DUTIES & RESPONSIBILITIES:**

- Develop, revise, and implement health services policies and procedures in alignment with Head Start Program Performance Standards and local regulations.
- Coordinate and monitor health screenings (vision, hearing, height/weight, etc.) for all enrolled children, ensuring compliance with 45- and 90-day requirements.
- Track and follow up with families to ensure timely completion of health screenings and referrals.
- Maintain accurate health-related records in ChildPlus.net, ensuring data integrity and timely reporting.
- Ensure program compliance with Federal, State, and local health regulations and Head Start Program Performance Standards.
- Monitor and support classroom staff in implementing health services policies and procedures.
- Conduct regular health and safety inspections of classrooms, addressing any non-compliance promptly.
- Provide data and assist with the annual Program Information Report (PIR) related to health services.
- Identify and arrange health-related staff training and certifications, including CPR, First Aid, and other required certifications.
- Provide guidance and resources to staff on best practices for health and safety.
- Participate in a Professional Development Plan to enhance knowledge and skills in child health and wellness.
- Develop and lead a Health Advisory Committee in collaboration with community partners to address the health needs of enrolled children and families.
- Build relationships with local health providers and agencies to expand resources and services available to families.
- Develop and implement emergency health procedures to ensure the safety and health of all children.
- Provide guidance to staff on strategies for promoting children's developmental progress and addressing health-related concerns.
- Monitor children's health needs and coordinate referrals to medical or dental providers as necessary.
- Contribute to the Head Start program's planning, community assessment, self-assessment, and program improvement initiatives.

**GENERAL INFORMATION:** A complete application shall consist of cover letter, current curriculum vitae or resume, CCCC Application for Employment, 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 701.766.1309 or visit our website at [www.littlehoop.edu](http://www.littlehoop.edu).

Contact: Human Resource Office 701-766-1309

Submit Resume/Application with supporting documents to [vanessa.thomas@littlehoop.edu](mailto:vanessa.thomas@littlehoop.edu)

Visit our website [www.littlehoop.edu](http://www.littlehoop.edu) for an online application

