



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## VACANCY ANNOUNCEMENT

**POSITION TITLE: HEAD START HEALTH AND FAMILY SERVICES COORDINATION**

**SUPERVISOR: EDUCATION DIRECTOR**

**OPEN: UNTIL FILLED**

**SALARY: \$19.00 HOURLY 1 FTE**

**REPRESENTATIVE DUTIES INCLUDE:** As the Head Start Health & Family Services Coordinator, will be responsible for ensuring enrolled children and their family are provided with high-quality health, oral health, mental health, and nutrition services that are developmentally, culturally, and linguistically appropriate and that will support each child's growth and school readiness. Additionally, you must integrate parent and family engagement strategies into all systems and program services to support family well-being and promote children's learning and development.

### **MINIMUM QUALIFICATIONS:**

1. A baccalaureate degree in Educations, Early childhood Education, Health or related field
2. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
3. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
4. Must be able to work in a team environment.
5. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.
6. Must receive or be willing to receive the COVID-19 vaccination, including booster shot(s) by the date of hire to be considered. Proof of vaccinations required.

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

**This position is at will and does not create a contractual relationship between the tribe and the employee.**

**MUST RECEIVE APPLICATIONS: Open Until Filled.** The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: \_\_\_\_ Date: \_\_\_\_\_

9/8/2022