



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

POSITION TITLE: HEAD START HEALTH & FAMILY SERVICES COORDINATOR

SUPERVISOR: EDUCATION DIRECTOR

SALARY: \$19.00 HOURLY 1 FTE

NATURE OF WORK: 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.

REPRESENTATIVE JOB DUTIES UNDER HEALTH PROGRAM SERVICES:

1. Must establish and maintain a Health Services Advisory Committee that includes Head Start parents, professionals, and other volunteers from the community.
2. Must collaborate with parents as partners in the health and well-being of their children in a linguistically and culturally appropriate manner and communicate with parents about their child's health needs and development concerns in a timely and effective manner.
3. Must ensure enrolled children have an ongoing source of continuous health care, health insurance, and is up-to-date on all health and oral care as determined by a health care professional.
4. Must support parents in following recommended well-child and oral health care schedules.
5. Must work with parents, staff, and professionals to identify each child's nutritional health needs taking into account all available information, and provide support as appropriate.
6. Must implement periodic observations or other appropriate strategies for program staff or parents to identify new or recurring health concerns.
7. Must monitor and facilitate necessary oral health preventive care, treatment, and follow-up for enrolled children.
8. Must facilitate further testing or care by a licensed health care professional for each child with an identified health problem or developmental delay.
9. Must implement a system for tracking health referrals and follow-up care plans for each child.
10. Must promote effective oral health practices with children, families, staff, and volunteers.
11. Must work with the ECE Center Cook and licensed dietitian/nutritionist (if available) to design and implement nutrition services that are culturally and developmentally appropriate, and meet the nutritional needs of and accommodate the feeding requirements of all children being served.
12. Must partner with and collaborate with parents to promote children's health and well-being by providing medical, oral, nutrition, and mental health education support services that are understandable to individuals, including individuals with low health literacy.
13. Must implement a system for maintaining child, family, staff, and visitor health and safety while at the ECE Center which includes, but is not limited to, safety training, equipment and materials checks, administrative safety procedures, etc.
14. Work collaboratively with Skokomish Child Care staff to maintain the flow of communication and services regarding children that are enrolled in both programs.
15. Assist in maintaining physical and electronic child files.
16. Must provide a monthly program information report on your content area to the supervisor.

17. To implement strategies, tools, policies & procedures, data, monitoring, and reporting as identified in the HSPPS and as applicable to program operations.
18. Performs other duties assigned by supervisor.

REPRESENTATIVE JOB DUTIES UNDER FAMILY PROGRAM SERVICES:

1. 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 that may include community partnerships or other funding sources.
2. Must promote shared responsibility with parents for children's early learning and development, and implement family engagement strategies that are designed to foster parental confidence and skills in promoting children's learning and development.
3. Must offer opportunities for parents to participate in a research-based parenting curriculum that builds on parents' knowledge and offers parents the opportunity to practice parenting skills to promote children's learning and development.
4. Must implement a family partnership process to support family well-being, and child learning and development.
5. Must implement intake and family assessment procedures to identify family strengths and needs related to the family engagement outcomes as described in the *Head Start Parent Family and Community Engagement Framework*.
6. Must offer individualized family partnership services and take into consideration any existing plans for the family made with other community agencies.
7. Must establish ongoing collaborative relationships and partnerships with community organizations.
8. Must ensure enrolled children with disabilities, including but not limited to those who are eligible for services under Individuals with Disabilities Education Act (IDEA), and their families receive all applicable program services delivered in the least restrictive possible environment and that they fully participate in all program activities.
9. Must coordinate with the local agency responsible for implementing IDEA to identify children enrolled or who intend to enroll in a program that may be eligible for services under IDEA.
10. Must participate in the development of an Individualized Family Service Plan (IFSP) or Individualized Education Plan (IEP) if requested by the child's parents, and the implementation of the IFSP or IEP.
11. Must collaborate with local education agencies and state education departments to implement transition strategies that support a child's successful transition to kindergarten or other education program.
12. Work collaboratively with Skokomish Child Care staff to maintain the flow of communication and services regarding children that are enrolled in both programs.
13. Assist in maintaining physical and electronic child files.
14. Must provide a monthly program information report on your content area to the supervisor.
15. To implement strategies, tools, policies & procedures, data, monitoring, and reporting as identified in the HSPPS and as applicable to program operations.
16. Performs other duties assigned by supervisor.

MINIMUM QUALIFICATIONS:

1. A baccalaureate degree in Educations, Early childhood Education, Health or related field
2. Must be able to work in a team environment and communicate well with parents, staff, and community.
3. Must obtain a CPR training and First Aid card within 30-days of hire.
4. Initial Health Exam and TB Screening required before hire.
5. Must obtain Food Handlers Permit within 30-days of hire.
6. Hepatitis B vaccination required before hire.
7. Must have health stating you can bend, kneel, and stoop exam before hire

8. Must be able to work well with young children and their families, community members, and staff members.
9. Must be able to follow oral and written directions.
10. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
11. Must be able to work in a team environment.
12. Strong organizational, communication and interpersonal skills.
13. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.
14. 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 vaccination is required

Behavior 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.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

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

APPLICATION INSTRUCTIONS

Application must be filled in completely (Do not write see resume). **APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED**

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____ Date: _____

Employee: _____ Date: _____