JOB DESCRIPTION

POSITION: ECC Family Services Worker

LOCATION: Red Cliff Early Childhood Center

PROGRAM: Head Start and Early Head Start

SALARY: 10.00-12.00/hour (DOQ), Plus Benefits

SUPERVISOR: Family Services Manager

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

JOB SUMMARY:
Build relationships with families and community partners to ensure families’ support in reaching their individual goals.

DUTIES AND RESPONSIBILITIES:
1. Maintain accurate and up-to-date files of all ECC families
2. Complete Family Assessment Forms with families, goal setting, follow up and referral to comply with Federal Head Start Performance Standards.
3. Provide information/resources to families/teachers as identified in family partnership agreement and ensure that Head Start family data is entered into the Child Plus data management system to track services and progress.
4. Work with Family Services Team to coordinate services with tribal, community, and county providers to meet specified health needed services.
5. Must maintain confidentiality regarding, children, families, and staff at all times.
6. Document contacts with parents
7. Outreach to families not connected to services. Identify barriers to receipt of services and problem-solve solutions.
8. Work closely with Family Services team, teachers and Director to monitor daily attendance and follow up on chronic absences.
9. Responsible to work closely with mental health professionals to assure children’s unique behavioral needs are individually addressed and that staff are educated regarding children’s’ needs.
10. Assist with tracking ongoing data for the completion of the annual Program Information Report (PIR).

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11. Assist with coordinating services including outreach and referral for general health and dental care for children birth to five years of age.
12. Attend ECC Family Services Team, all-staff, and other meetings as required.
13. Must have demonstrated ability to work well with a team.
14. Bus monitor as needed
15. Assist in classrooms as needed
16. Assist in main office as needed
17. Perform other duties as directed.

**KNOWLEDGE:** Knowledge of Ojibwe culture and language preferred, cultural sensitivity required. Understanding of the uniqueness and dynamics of the Red Cliff community highly desirable.

**QUALIFICATIONS:**
1. Must be at least 18 years old.
2. High school diploma, HSED, or GED required.
3. AA degree in human services, early childhood or related field is preferred.
4. If no degree, staff must obtain a credential or certification in social work, human services, family services or related field within 18 months of hire.
5. Strong computer skills required.
6. Must have ability to work effectively as a team player in conjunction with ECC staff, parents, community members, and other tribal/county support systems in the best interest of the child/family.
7. Must have demonstrated positive experience working with tribal families.
8. Ability to maintain professional relationships with health care providers is required.
9. Must have a valid driver’s license, vehicle and appropriate vehicle coverage and maintain driver’s eligibility as a condition of employment. Be eligible to be put on the tribe’s vehicle insurance policy.
10. CPR and First Aid certification or willingness to obtain them is required.
11. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**PERSONAL CONTACTS:** Collaboration with local and non-local health partners, state, and national collaborating partners, with particular emphasis on networking with parents, extended families, and the Red Cliff Community.

“The Hub of the Chippewa Nation”
**Red Cliff Band of Lake Superior Chippewa Indians**
88455 Pike Road
Bayfield, WI 54814
Phone: 715-779-3700 Fax: 715-779-3704
Email: redcliff@redcliff-nsn.gov

**Red Cliff Tribal Council**

**PHYSICAL REQUIREMENTS:** Must be physically able to work with young children, pass an initial health exam with periodic health exams every five years thereafter.

**SPECIAL REQUIREMENTS:** Must obtain an initial TB test and complete additional TB screenings annually. Must obtain other recommended immunizations including Hepatitis B (or sign waiver). Must attend required trainings such as confidentiality, CPR, SIDS, Shaken Baby, etc. Must attend appropriate staff meetings, Policy Council, and parent meetings as required.

**WORK ENVIRONMENT:** Red Cliff Early Childhood Center office environment. All Tribal buildings are smoke free.

**TRAVEL REQUIREMENTS:** Will be required to attend training and meetings both in state and out of state. Home visits within ECC service area as needed.

**BEHAVIOR AND ATTITUDE:** The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Name or Image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer’s discretion, after consultation with the employee.

**APPLICATION SUBMITTAL REQUIREMENTS:** The following items are required for this position:
1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable

**POSTED:** September 26, 2017
**DEADLINE:** October 10, 2017 @ 4:00 PM

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FOR FURTHER INFORMATION CONTACT:
Human Resources Department
Red Cliff Tribe
88455 Pike Road, Hwy 13
Bayfield, WI 54814
ashley.poch@redcliff-nsn.gov

(715) 779-3700 ext. 4268

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement the application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

All Early Childhood Center employees must submit mandatory criminal background check information to Human Resources Department with application. Per WI Department of Children & Families (DCF) Bureau of Early Care Regulation (BEKR) Memo 2014-03, all licensed child care centers must complete a one-time fingerprint-based background check on all employees effective December 31, 2015. Every year thereafter, a name-based background check through the Department of Justice (DOJ) must be conducted annually or following any conviction occurring after commencement of employment.

The Red Cliff Tribe has a Drug-Free Work Place Policy and follows the intent of the Drug-Free Work Place Act. All new employees must be tested prior to starting employment. 45 CFR 1302.90 (b)(6) requires preference be given to qualified current or former parents of Head Start/Early Head Start children as position vacancies occur. Acknowledgement of understanding of job duties, knowledge & qualifications:

THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.

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2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60% of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of $15,000 is included at no cost to all employees. Spouses are covered at $7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee’s wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 12 paid holidays.