Vacancy Announcement

Job Title: Family Service Coordinator
Supervisors: Center Supervisor, Family & Community Partnership/Transportation/Maintenance Manager, Assistant Director and Director
FLSA Status: Non-exempt
Employment Status: Full time, hourly, 40 hours per week; usual hours 8:00 - 5:00; flexible schedule with early morning, evening, or weekend work.
Issue Date: February 4, 2020 Closing Date: Until Filled

All staff work toward this overall program goal: To assist each child in developing to his/her potential, and to empower parents in their role as the most important and primary teachers, caregivers, and role models of their own children.

GENERAL OBJECTIVE: Performs a variety of duties to implement and coordinate social services and parent activities, providing direct intervention, case management and support to families enrolled in the Head Start program. Establishes mutually respectful partnerships with families to promote and support parent and community involvement in a manner that meets the Head Start Performance Standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Mandatory reporter of all suspected incidents of child abuse and neglect.
- Drug Free Policy – No tolerance.
- In the event of a disaster, Head Start employees are required to provide assistance in accordance with the tribe’s Emergency Operations Plan or their level of training (CPR and/or First Aid).
- All Cheyenne & Arapaho Tribes Head Start applicants must submit mandatory criminal background check information to the Personnel Department before employment with the program, or following any conviction occurring after commencement of employment.

Duties and Responsibilities
Family Service Coordinator
Family Partnerships
- Responsible for adhering to the Family and Community Partnership service plan.
- Coordinates with center staff to integrate family partnership goals with classroom efforts and to ensure integrated child and family curriculum.
- Recruits prospective families and assists with enrollment process.
• Conducts home visits to facilitate family plans, assists families in achieving identified goals and follow-up on referrals. Acts as a case manager and works cooperatively with local agencies to assist families to link up with services.
• Conducts and documents follow-up on all referrals.
• Responsible for monitoring and maintaining complete and accurate required family/child files, forms and records within allotted time lines to document and track family/child needs and services.
• Ensures that children’s files and records are properly documented.
• Regularly share information with teachers to ensure coordinated services that meet the needs of individual children and families.
• Provides health, safety and family literacy activities to parents as appropriate.
• Coordinates with center staff to promote parent involvement in the program as a classroom visitor, volunteer, employee and/or participate in family events.
• Promotes effective community support for families by coordination and advocacy for services with community agencies.
• Participates in the community needs assessment on an annual basis.
• Develops a working knowledge of community resources. At least annually visits with major agencies for service delivery updates and Community Resource directory.
• Refers families for emergency or crisis assistance, as well as referring families for continuing education, employment training and other employment services through formal or informal networking in the community.
• Provides with respect to each participating family, a needs assessment that includes consultation with such parents about the benefits of parent involvement and about the activities in which the parents choose to participate.
• Attends parent-teacher conferences as requested.
• Attends parent and policy council meetings.
• Provides transition activities for parents of transitioning children and coordinates transition activities between Head Start and the receiving school.
• Prepares documentation packets for receiving school.
• Assists families in making transition into and out of Head Start program.
• Tracks family partnership efforts and outcomes.
• Records, monitors and follow ups on referrals for support services for reporting requirements.
• Understands, generates and documents in-kind and other allowable costs applied toward the non-federal share requirements.
• Submits monthly reports to Family Service & Community Partnership Manager.
• Develop family partnership agreements.
• Develop individualized family plans in partnership with the family.
• Assist families in establishing goal-setting activities that identify necessary services and other support systems.
• Compile community resource directory; updates directory annually, and distribute directory to parents, families and community members.
• Support and advocate for families in accessing necessary resources.
• Establish monthly calendar of events that indicates education, training and employment opportunities of various tribal programs.
• Compile and publish monthly Head Start newsletters for distribution to Head Start families.
• Write informational letters for distribution to Head Start families.
• Assist with completion of the child health screenings, other required screens and assessments and is familiar with referral requirements.
• Participates in family and child profile development.
• Work cooperatively with other teaching staff, management staff, and parents/families to plan center-wide events.
• Responsible in the development of brochures, programs, flyers, etc for center activities.
• Serves as a Bus Driver or Monitor as needed.
• Follows rules and regulations as set forth by the Tribal Council, in conjunction with Tribal Personnel Policies and Procedures Manual.

Emergency/Crisis Intervention
• Assist families in accessing mental health resources for issues that place families at risk.

Recruitment and Enrollment
• Conduct outreach, recruitment and enrollment of children to the Head Start program.
• Provide parent orientation to Head Start program parents and on an individual basis as needed.

Parent Education and Training
• Provide and/or coordinate training and educational opportunities for parents.
• Provides training for parents and children in pedestrian safety, safe riding practices, safety procedures for boarding and leaving the vehicle, recognition of danger zones around the vehicle, and emergency evacuation procedures.
• Assist with scheduling, formulating agendas for Parent Committee.
• Provide information and referrals to education and training programs.

Program participation and Team Member
• Arrive to work on time, punctually attends and actively participates in all program activities to include in-site, component, and staffing team meetings, all staff meetings, overnight retreats and trainings.
• Required to be respectful, cooperative and reliable team member and participant in program activities.
• Projects a professional work image, both in dress and manner. Required to dress in solid scrubs approved by Policy Council.

Confidentiality
• Required to respect the confidentiality of information about enrolled children and families, personnel issues, and other program operations as appropriate.

Training
• In consultation with supervisor and Family Service & Community Partnerships Manager, develops own professional work goals and training plan. Participates in training as requested.
• Ability to establish and maintain effective working relationships with staff, children, parents, outside agencies and the public.

Qualifications
• BA degree in social work, human services, family services, counseling or a related field.
• Credential or certification in social work, human services, family services, counseling or a related field.
• A minimum of three years teaching experience in early childhood program.
• Computer experience a must.
• Knowledge of Head Start Performance Standards.
• Ability to clearly articulate the program’s goals and philosophy and the role of the early childhood development and the family & community content areas.
- Leadership ability in the area of planning, organizing, supervising and implementing program design.

**Other Requirements**
- Ability to function effectively in cross-cultural situations.
- Ability to understand warmth, empathy and genuineness with others.
- Ability to communicate effectively verbally and in writing.
- Demonstrates initiative and resourcefulness in work activities.
- Ability to work positively with parents and work cooperatively as a team member.
- Obtain and hold a current food handlers card/first aid and CPR.
- CDL license with bus driver's certification.
- Maintain compliance with Criminal History Registry.
- Random Drug Testing.
- Cheyenne and Arapaho Preference.

**Physical Qualifications**
Ability to manage physically-active children, ages three to five within a weight range up to 60 lbs., lifting, restraining, guiding, pursuing, withstanding sudden movements.

I have read the above job descriptions. I understand it and will fulfill my responsibilities to the best of my ability.

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Signature                      Date

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Cheyenne & Arapaho Tribes of Oklahoma
Head Start Program
**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma  
**Personnel Department**  
P.O. Box 167  
Concho, OK 73022  
Or e-mail: atisdale@cheyennandarapaho-nsn.gov  
Office (405) 422-7498  
Fax (405) 422-8222  
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at:  
www.cheyenneandarapaho-nsn.gov