

NORTHERN CHEYENNE TRIBE
*****JOB ADVERTISEMENT*****
HEAD START PROGRAM

POSITION: Family Partnership Aide (Part Time)

SALARY: \$ 12.00 p/h

SUPERVISOR: Family Partnership Manager

OPENING DATE: 11/2/18

CLOSING DATE: 11/9/18

HOW TO APPLY: Submit the following documents

- 1) A current Northern Cheyenne Tribe application.
- 2) Copy of Photo ID and Social Security Card.
- 3) A copy of High School Diploma or GED is required.
- 4) Copy of credential or certification in social work, human services, family services, counseling or related field.
- 5) Drug testing and fingerprinting required upon hire.
- 6) Copy of current proof of a physical examination, TB Test and Hepatitis B vaccination and Immunization form.
- 7) Must sign a notarized release of information for background check and submit a \$10.00 money order to Head Start.

Please turn completed application into N.C. Tribe Human Resource Director.
Do not turn application and documents into Head Start Office.
Incomplete Applications will not be considered.

SUMMARY OF WORK:

Provide high quality services as outlined in the Head Start Family and Community Engagement Program Services and Eligibility, Recruitment, Selection, Enrollment and Attendance. Must comply with Head Start Performance Standards, the Head Start Act and other application regulations. Build partnerships with families to assist them in identifying their own goals, strengths, needed services and support systems and in developing strategies and time table for achieving goals. Advocate for children and their families. Work as a liaison between the program and the child's family.

JOB REQUIREMENTS:

Knowledge: This position requires general knowledge of Tribal policies, Head Start Code of Ethics, Staff Guidelines, Head Start Performance Standards, tracking systems, Federal guidelines and public law and public relations.

Skills: The position requires skills in the use of computer, Xerox copiers, fax machines, filing and record keeping. Use Child Plus computer data system.

Abilities: This position requires the ability to: maintain a positive approach and dignity of program; to focus on the children and their families; follow policies and procedure; retain positive attitude; understand the needs of the community; handles stress; maintain confidentiality and a professional demeanor at all times, communicate effectively orally and in writing; follow

verbal and written instructions; establish effective orally and in writing; follow verbal and written instruction; establish effective working relationship with follow employees, supervisor and the public.

EDUCATION AND EXPERIENCE:

At above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- High School diploma or GED.
- Credential or certification in social work, human services, family services, counseling or related field.
- Minimum of one year experience.