

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

POSITION: Health Manager

SALARY: \$ 18.23 p/h

SUPERVISOR: Head Start Director

OPENING DATE: 11/2/19

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:

Provides services as outlined in the Head Start Performance Standards under the objectives of the Health & Safety Component. Advocates for the children and their families. Updates and revises annual content health plan as required and accounts for all aspects of health and child's physical development including: medical, dental and disabilities. Coordinates and collaborates with the Indian Health Service, specialists, staff and parents; including mental and health training for staff and parents.

JOB REQUIREMENTS:

Knowledge: This position requires knowledge of all federal guidelines, tribal policies, state requirements, and local Head Start regulations. Knowledge of the community and the Northern Cheyenne Culture is required. Knowledge of available health resources, practices and procedures of early childhood health care is required.

Skills: This position requires skills in word processing, calculators, typewriter, copier and filing.

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 is required.
- Minimum of an Associate of Arts Degree in Early Childhood Education.
- Minimum of three years' experience working with Head Start or a similar program is preferred.
- Must have First Aide and CPR Cards.