



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*



## **JOB ANNOUNCEMENT**

**JOB TITLE:** Early Childhood Specialist  
Early Learning Programs (ELP)

**OPEN:** August 4, 2020

**EXEMPT:** No

**SALARY:** (9) \$25.09-\$28.10 p/h DOE

**SHIFT:** Day

**LOCATION:** Birth to Three Program

**DURATION:** Regular Full-Time

**CLOSES:** August 24, 2020

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** Early Learning Programs

**SUPERVISOR:** Early Learning Director

**VACANCIES:** 1

**JOB SUMMARY:** The Early Childhood Specialist will team with parents, educational and other service providers in order to bring about effective family centered programming for eligible infants and toddlers. The Early Childhood Specialist will assist and support families in determining and meeting the developmental needs of their child. The Early Childhood Specialist will provide special instruction with the child and families to assist in the accomplishment of outcomes developed in the IFSP process.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Provide parents with appropriate activities for working with their child in natural environments.
2. Performs intervention with children, identifies developmental delays in consultation with Speech Language Pathologist (SLP), Occupational Therapist (OT), Family Resources Coordinator (FRC) or other service providers and in accordance with the needs of the family as outlined in the Individualized Family Service Plan (IFSP).
3. Provides feedback according to age guidelines to the SLP, OT, Family Resource Coordinator, primary care provider, and parents regarding the developmental needs of children and progress in the delivery of services as well as areas of concern to prevent further developmental delays.
4. Provide services for families in a variety of settings including children's homes, relative's homes, childcare centers, playgrounds, community spaces, etc.
5. Provides visits in order to provide services to families as designated by the IFSP, working within a flexible time schedule in order to provide families with suitable visitation times.
6. Provide information for families about community opportunities including swimming pools, libraries, parent-child activities, Early Head Start and Head Start functions as appropriate.
7. Participate in interagency meetings, Lummi Birth-to-Three team meetings and IFSP meetings.
8. Maintains records that document interventions provided in accordance with program requirements and guidelines
9. Develops and maintains relationship with community agencies relevant to program functions for referral needs.
10. Effectively maintain caseload by providing timely interventions, providing quality services, achieving positive outcomes, and maintaining productivity levels.

11. Must always uphold confidentiality in regard to activities, reports, financials, patient health information and other proprietary information.
12. Learn and use the Data Management System (DMS).
13. Ability to use your own vehicle for the job and be compensated with mileage reimbursement.
14. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- Current Teaching Certificate with endorsement in Special Education or related degree. Early Childhood experience preferred.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Must be dependable, self-motivated and able to work with minimum supervision.
- Must enjoy working with infants and toddlers and families.
- Must be culturally sensitive.
- Attend trainings through Lummi Early Learning Program and maintain certification in CPR, food handlers, first aid, etc.
- Confidentiality Policy enforced and statement must be signed.
- Ability to maintain health and safety standards.

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check.
- Upon employment obtain First Aid certification, CPR certification, and Food Handlers Card.
- Pass a physical every two years. TB test every two years. Hepatitis B recommended, and MMR immunization records.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.