



# 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:** ECEAP Family Engagement  
Early Learning Programs

**OPEN:** June 17, 2022

**EXEMPT:** No

**SALARY:** (7) \$18.97-\$21.25/hr. DOE

**SHIFT:** DAY

**LOCATION:** ELP

**DURATION:** Regular Full-Time

**CLOSES:** June 23, 2022

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** ELP

**SUPERVISOR:** Family Services Manager

**VACANCIES:** 1

**JOB SUMMARY:** Plans, organizes, performs, directs, and assesses all work related to maintaining and outreach throughout the year. Assist in recruitment and enrollment process throughout the year. Under the direction of Family Services Manager encourage and plan for parent participation in their child's education. Work with families in an effort to support them in recognizing and building upon their family strengths and improving the conditions and quality of their family's life. Work in accordance with ECEAP and HS Program Standards, Service Plans, and principles of best practice in the field of family support. Develop positive and trusting relationship with families; take intentional steps to promote parent and family engagement.

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

1. Family Support: Assist families in recognizing their strengths and supports them in setting goals through the development of a Family Partnership Plan. Assist families in accessing community resources. Follow up on progress toward family goals.
2. Home Visits: Visits family homes as appropriate for the purpose of enrolling children in the program, interviewing parents, informing parents of school and/or community resources and providing child development and parenting information. Provides family support services at minimum three hours family support per school year with each child's parent/guardian in different sessions individually.
3. Crisis Intervention: Provides support to families experiencing a crisis and refer them to emergency assistance and crisis intervention providers, as appropriate.
4. Family Events: In collaboration with site staff and families to schedule family events at times that are convenient for families as indicated on the Parent Interest Survey.
5. Documentation: Maintains accurate records including enrollment information, family resource information, documentation of referrals made and follow-up and adult contact hours according to Head Start and ECEAP standards. Compiles and submits monthly activity report and other required records in ELMs system.
6. Coordinate transitions between ECEAP and home, childcare, and kindergarten
7. Develop Father Engagement activities
8. Develop and maintain Policy Council representatives.

9. Additional duties associated with COVID safety protocols deemed necessary by Lummi Indian Business Council, Lummi Public Health, Lummi Early Learning and Education Departments.

**MINIMUM QUALIFICATIONS:**

- An Associate's Degree or higher with the equivalent of 30 college credits of adult education, human development, human services, family support, social work, early childhood education, child development, psychology, or another field directly related to their job responsibilities. These 30 credits may be included in the degree or in addition to the degree; or
- A DCYF approved credential from a comprehensive and competency-based Family/Social Service training program that increases knowledge and skills in providing direct services to families; or
- Home Visitor Child Development Associate (CDA) Credential from the Council of Professional Recognition.
- 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:**

- Understand family and relationship development cycles.
- Recognize influences of diversity and culture.
- Work with families as systems.
- Demonstrate acceptance of all types of family groupings and use materials that reflect nontraditional families.
- Build relationships with families that are positive and goal-directed
- Establish mutual trust with families
- Identify and assess family strengths and goals.
- Link families to community resources.
- Engage families in program activities.
- Coach families toward self-sufficiency.
- Increase the family's knowledge of parenting, school participation, and leadership.
- Cultivate community partnerships.
- Demonstrate acceptance of all types of families that are positive, and goal directed
- Knowledge of computers, data entry, and Word, and Excel.
- Must type 40 words a minute.
- Ability to maintain strict confidentiality at all times
- Upon hire; acquire First Aid and CPR certification and food handler's card.

**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 successful and extensive criminal background check, CAMIS background check.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.
- TB skin test and Physical every two years. Proof of MMR immunity.
- Reliable transportation for home visits and qualifies for LIBC motor vehicle clearance.

**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.