



# 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:** Family Services/Enrollment and Attendance  
Early Learning Programs (ELP)

**OPEN:** April 4, 2019

**EXEMPT:** No

**SALARY:** \$17.46-19.47 Grant Approved

**SHIFT:** Day

**LOCATION:** ELP Center

**DURATION:** School Year Only

**CLOSES:** April 18, 2019

**JOB Grade:**

**DIVISION:** Education

**DEPARTMENT:** ELP

**SUPERVISOR:** Family Services Manager

**VACANCIES:** 1

**JOB SUMMARY:** This position takes the lead role in outreach and services to Early Learning families, including recruitment and enrollment and attendance of eligible children, home visits with parent or guardian regarding attendance, working with families to find services within the program and community to meet family needs, coordinating parent Family Fun Night activities and responsibilities within the Early Learning Program. This position is part of the family services team and collaborates with all staff in a comprehensive approach to child and family services in accordance with Family Services Federal Standards.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:** Includes the following and other related duties:

1. Recruit and enroll and process applications of prenatal, birth to three, Head Start, and Early and Child Care Preschool and their families according to approved recruitment policy. Maintain a wait list of eligible children.
2. Enter, track, and document all Family Services Data into Child Plus or ELMs database with accuracy.
3. Maintain a flexible and positive attitude when interacting with all families and program staff. Maintain volunteer and in-kind hours using Child Plus.
4. Assist in Organizing Policy Council, Parent Committee, and develop annual training for all Governing Bodies. Assist with nomination of members; assist with Policy Council meetings, agenda, and planning.
5. Assist staff to involve parents in meeting education, health, and social services component of Head Start Performance Standards.
6. Work with other programs and parents in developing transition plans according to Federal Standards.
7. Reserve 10% of enrollment for children with special needs. Assess percentage monthly.
8. Meet families in the home or community to provide information, referral, support and follow-up.
9. Collaborate with education, health, and disabilities staff in obtaining parental approval for accessing specialized services and as a liaison with families.
10. Update community resource information annually, and distribute to families.

11. Coordinate with teachers to help schedule volunteer parents in the classroom, develop creative ways for parents to be involved. Develop a Volunteer Handbook and criteria for parent and community volunteers.
12. Follow all suspected Child Abuse and Neglect reporting policies.
13. Call parents within one hour of class start time if a parent has not call the school to excuse their child from school.
14. Support families to promote regular attendance.
15. Conduct a home visit or other direct contact with a child's parents if a child has multiple unexplained absences (such as two consecutive unexplained absences).

### **MINIMUM QUALIFICATIONS**

- High School Diploma/GED
- Upon hire must obtain within eighteen months of hire a credential or certification in social work, human services, family services, or counseling.
- Must be dependable, self-motivated and able to work with minimum supervision.
- Must possess and maintain a valid Washington State driver's license and have fewer than three traffic violations for the past three years, and be eligible for tribal insurance.
- TB test and physical every two years. Food Handlers, CPR, First Aide, and any other training needed.
- Confidentiality policy applies.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of computers, data entry, Word, and Excel
- Must be able to type 40 words a minute.
- 10 key experience.
- Accuracy in all data entry a must.
- Ability to maintain strict confidentiality at all times.
- Organization of documentation with a filing system.
- Knowledge of State and Federal Performance standards regarding early learning.

### **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.
- Position requires regular contact with or control over Indian children and is therefore subject to extensive criminal background check and CAMIS check.
- TB skin test

### **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> 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.