



Lummi Early Learning Program
2645 Kwina Road Bellingham, WA 98226

Teen Parent Child Development Program* Lummi Nation Child Development Center
Early Head Start* Head Start* ECEAP

JOB ANNOUNCEMENT
JOB TITLE: Parent Outreach

OPEN: September 17, 2026

EXEMPT: No

SALARY: Education Salary Scale

SHIFT: Days, hours assigned

LOCATION: ELP Center

DURATION: 12 Month Full-Time

CLOSES: October 01, 2026

JOB CODE: 700

DIVISION: Education

DEPARTMENT: Early Learning Program

SUPERVISOR: Registrar

VACANCIES: 1

JOB SUMMARY: Under the supervision of the Registrar. The Parent outreach 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 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 relationships 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. Collaborate with the Enrollment and Attendance Specialist on family services tasks and provide support to families related to enrollment, attendance, and other identified family needs.
7. Coordinate transitions between ECEAP and home, childcare, and kindergarten.
8. Develop Father Engagement activities.
9. Must collaborate with Enrollment & Attendance Specialist for Parent Policy Council meetings preparations.
10. Must be in delegation for Enrollment & Attendance Specialist when assigned
11. Ability and willingness to cover and perform duties of other ELP support staff when needs and directed.
12. Additional duties associated with all safety protocols deemed necessary by Lummi Indian Business Council, Lummi Public Health, Lummi Early Learning and Education Departments.
13. All other duties as assigned.

MINIMUM QUALIFICATIONS:

- An associate degree or higher with the equivalent degree; *required*

- A DCYF approved credential from a comprehensive and competency-based Family/Social Service training program; *required*
- 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.
- Linking families to community resources.
- Engage 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, Word, and Excel etc.
- Ability to always maintain strict confidentiality.
- 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 pass a Washington State Department of Child Youth and Families Background Check.
- Follow all suspected Child Abuse and Neglect reporting policies and procedures.
- Must obtain First Aid/CPR, and Blood Borne Pathogen training.
- Must obtain Food Handler's Permit.
- Must be able to lift 40lbs. unassisted and have physical stamina.
- Must have a negative TB skin test/x-ray.
- Must have MMR immunizations upon hire.

TERMS OF EMPLOYMENT:

- All elements of this job description apply.
- 12-month Full-Time Classified Employee
- 90 Day Probationary evaluation period applies.

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 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.