

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Family Services Worker
Department: Head Start/Early Head Start
Hourly Rate: \$15.00/hr
Full Time: 40Hrs/Week
Exempt: No/Hourly
Supervisor: Family Services Manager

Posting Date: In-House

Opens: September 9, 2020

Closes: September 15, 2020 at 4:30pm

Posting Date: Public

Opens: November 16, 2020

Closes: November 27, 2020 at 4:30pm

Posting Date: Public

Opens: November 30, 2020

Closes: Open Until Filled



Summary: This position will work closely with families providing them with opportunities to gain knowledge regarding; parenting, job skills, educational opportunities, or whatever skills parents are seeking.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- This position will work closely with the Head Start/Early Head Start program to provide services to children and their families.
- Improve the delivery of Community Services to the Head Start families through Partnership Agreements
- Assist in the development of a Community/Family Needs Assessment and a systematic approach for collecting, compiling, and interpreting data through formal surveys and parent meetings.
- Ensuring completion of the Head Start/Early Head Start Worker will assist the Family Services Manager in ensuring that program goals and objectives, and newly revised performance standards are met and those other pertinent policies are adhered to.
- Coordinate all efforts to meet the non-federal match requirement, including the development of strategies to enhance the recruitment of volunteers and implement a recruitment plan which ensures enrollment of eligible children within our service area.
- Assist the Family Services Manager in ensuring that the confidentiality of participant children files and family records is maintained at all times.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

- BA or BS in Social Work or Social Service Area or related field.
- Must possess the ability to communicate effectively, both verbal and written.
- Awareness of Ojibway Culture.
- Knowledge of Computers is a must

Preferred: (Will be provided by program if not currently certified)

- Shaken Baby Syndrome
- CPR First Aid
- Mandated Reporter

Other Skills and Abilities:

Required:

- This is a required driver position, must possess a valid state driver's license, and adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.
- Must possess the ability to work with committees and groups of people to provide program services at an optimum level and possess an understanding of, and sensitivity to, the needs of low-income and disadvantaged people.
- Must be able to pass tuberculosis testing.

Background Check:

- This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.
- This is a required driver position, must possess a valid state driver's license, and adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

Language Skills:

- Must possess good oral and written communication skills.
- Must promote the use of and speak Ojibwemowin as proficiency level allows in the classroom and throughout the delivery of all Head Start/Early Head Start services for children and families.

Reasoning Ability:

- Must have a positive attitude and enjoy working with children and families.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to perform all job duties. Must be able to pass medical/physical examination which certifies individuals are physically able to work with infants/toddlers and pre-school children. Must be physically able to lift children into and out of Head Start/Early Head Start furniture and equipment, as necessary. Must be able to participate in activities with children in Head Start./Early Head Start Position may require sitting for extended periods. Some standing, walking, bending, stooping, and lifting up to 50 lbs. on occasion is required.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov