

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Head Start/Early Head Start Nurse & Health Manager

Department: Head Start/Early Head Start, Education

Hourly Rate: \$29.00/Hour

Full Time: 40 Hours/Week

Exempt: No/Hourly

Supervisor: Head Start Director/Assistant Director

Posting Date: Public

Public Opens: October 7th, 2026

Closes: Open Until Filled



Summary: The Head Start/Early Head Start Nurse and Health Manager will provide direction for the Early Head Start Child Care Partnership programs. He/she will set and oversee the implementation of all health and dental services for the program, as well as ensure healthy and safe environments for the children. The Head Start/Early Head Start Nurse and Health Manager will develop community partnerships, engage diverse partners, work with families and community leaders to implement Policy Council guidance, and demonstrate a commitment to early childhood best practices and innovation. The Head Start/Early Head Start Nurse and Health Manager create and track implementation of inter-disciplinary plan for prenatal women, infants and children ages birth to five years, and their families living on or near the Bad River Reservation. Must be willing to incorporate the Ojibwe 7 teachings into the daily operation of the program.

Essential Duties and Responsibilities including the following:

- Establish goals for health, dental, health and safety and community partnerships.
- Develop and implement a qualitative and quantitative process for collecting, tracking, and analyzing outcomes.
- Actively participate in the program's strategic planning.
- Develop relevant policies and procedures.
- Interpret, clarify, and ensure compliance with regulations, best practices and delivery of high-quality services to children and families. Ensure compliance with Head Start Performance Standards, program policies and procedures State Licensing regulations, and CACFP regulations.
- Work collaboratively with all Head Start content area managers.
- Co-develop and monitor relevant budgets, plans and strategies for activities associated with the health and well-being of children and their families. Develop Scope of Work for relevant contracts and Memorandums of Understanding. Provide support with procurement process.
- In partnership with relevant staff, develop, direct and coordinate the hiring, training, and evaluation of the program's personnel.
- Monitors staff performance and provides guidance as needed. Develops the staff on a day-to-day basis through observation, training, and coaching.
- Establish and implement a process for assuring and monitoring the confidentiality of all records
- Prepare reports as requested. Provide information for the programs' annual report. Ensure appropriate documentation through the Program Information Report (PIR).
- Take an active leadership role in the program's annual self-assessment
- Assist with obtaining in-kind to comply with the grants non-federal share.
- Stay abreast with the latest research and trends on family advocacy, social work, client recruitment, and community engagement.
- Participate in periodic audits and Federal Review as necessary.
- Coordinates the Health Advisory Meetings at least twice a year.
- Track staff's compliance with required health documents for their jobs
- Provide health care coordination to pregnant women and children in the Head Start/Early Head Start programs. Partner with the Tribal MCH team to meet the needs identified in client care plans and participate in monthly MCH team meetings.
- Provide or assure comprehensive well child exams for children on the project from birth to age five.
- Monitor immunization status of all children in program and ensure immunizations are up to date, using the Wisconsin Immunization Registry (WIR) to track and update all immunization activities.

- Collect and enter statistical data in the Child Plus Data System within 48 hours of obtaining the data.
- Collaborate with other programs to assess infants as necessary, including WIC program, Family Foundations, Birth to Three and any other programs assisting young families.
- Provide training and guidance to staff, parents, and community members on a variety of pertinent topics in the areas of health and nutrition.
- Promote use of and speak Ojibwemowin as proficiency level allows in the classroom and throughout delivery of all Head Start/Early Head Start services for children and families.
- Other duties may be assigned.

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

Educational and/or Experience:

Required:

Must have a BA degree in Health Education, nursing, public health or related program to nursing.

Preferred:

One-year professional experience in obstetrics, prenatal health management, and pediatrics and community health preferred.

Previous experience working with children and/or pregnant moms preferred.

Previous experience as a supervisor preferred.

Other Skills and Abilities:

Required:

This is a required driver position. Must possess a valid Wisconsin driver's license.

Excellent written and oral communication skills required.

Must be willing to work with community interdisciplinary team and promote cooperation and positive interactions.

Background Check:

This position is contingent on ability to pass mandatory Caregiver Background check. This position must meet criteria for required driver check in order to meet eligibility for Tribal Insurance.

Physical Demands: The physical demands described here are representative of those that must be met 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 make home visits. Position requires some walking, standing, bending, stooping and occasional lifting up to 50 lbs. Subject to inside and outside working conditions.

Working Environment: The noise level in the working environment is usually moderate to loud. Subject to inside and outside weather conditions. Work environment includes the Bad River Health and Wellness Center and client homes or community locations.

Drug-Free Workplace Act in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedure 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