POSITION: (1) Home Visitor
Standing Rock 0-5 Program

SALARY RANGE: ($12.63-$15.79) Per Hour + Annual & Sick Leave (HOURLY-Eligible)

OPENING DATE: March 10, 2020       CLOSING DATE: March 24, 2020

SCOPE OF POSITION:
This position will be to provide in home guidance and instruction on high quality parenting, care of infants and toddlers. The home visitor will meet with the primary care giver usually the parent or other family member in a home setting.

SUPERVISION: The Home Visitor will work under the supervision of the Standing Rock 0-5 Program Education Manager, who will provide guidance, supervision and conduct performance evaluations.

DUTIES AND RESPONSIBILITIES:
1. Recruit and enroll families into the Early Head Start Program.
2. Plan and conduct bi-weekly visits to assigned families and record process. Demonstrate activities with children for parents including transitioning activities.
3. Complete and implement lesson plans on a weekly basis using Parent as Teachers Model including creative curriculum.
4. Must plan and conduct socializations on a bi-weekly basis.
5. Assist in developing and implementing Individual Family Service Plan (IFSP) outcomes of enrolled children.
6. Provide parents information on Home Visitor program and other Infant/toddler curriculum.
7. Provide transportation for parents to attend socializations and local parent trainings conducted by the head start program.
8. Enter all Head Start information into computer and distribute reports to supervisor.
9. Participate in staff training as required.
10. Complete family partnership agreements.
11. Track and ensure children in the program are receiving health screenings within time frame.
12. Implement head start performance standards into goals and objectives.
13. Assist in EHS center classroom as needed in case of limited staff.
14. Must attend monthly parent meetings.

SKILLS:
1. Must be able to communicate with families and other Early Head Start staff.
2. Must be able to work independently and initiate work plans.

QUALIFICATIONS:
1. High School Diploma with 1-1/2 years or more experience working with children in an early childhood setting.
2. Must be able to use and operate a computer.

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“Promoting Self-Sufficiency through Employment”
3. The Head Start Director and Policy Council will interview applicant meeting requirements.

JOB REQUIREMENTS:
1. Must complete a physical and TB test and up to date immunizations.
2. Selected applicants must sign the necessary paperwork to permit a background check at the tribal level and the state level verifying that applicant has never been convicted of child abuse/child neglect or any violent crimes.
3. Must follow program policies on time and attendance.
4. Must complete CPR and First Aid training within ninety (90) days of hire and update as required.
5. Must be able to work independently.
6. Must have a car and valid driver’s license with appropriate insurance and be willing to travel to Head Start centers and communities, sometimes in the evenings.
7. Must sign confidentiality agreement.
8. Must be willing to attend training outside the local area as directed.

NOTICE:

SELECTED CANDIDATE (S) FOR THE STANDING ROCK SIOUX TRIBE POSITIONS ARE SUBJECT TO ALCOHOL AND DRUG TESTING. FAILURE TO ADHERE TO AND SUCCESSFULLY PASS THE ALCOHOL AND DRUG TESTING WILL BE CAUSE FOR REVOCATION OF JOB OFFER.

No Tribal housing is available. Position is located at the Standing Rock 0-5 Program Central Office, Fort Yates, ND.

APPLICATIONS:

Submit a tribal application to the Human Resource Office, Standing Rock Sioux Tribe, P.O. Box D, Fort Yates, ND 58538.

ALL APPLICATIONS RECEIVED AFTER 4:30 P.M. ON THE CLOSING DATE WILL NOT BE CONSIDERED.