



## MESCALERO APACHE TRIBE

### JOB ANNOUNCEMENT

<b>Position Title:</b>	<b>Head Start Family Service Manager</b>		
<b>Department:</b>	<b>Head Start</b>		
<b>Employment Status:</b>	<b>Non-Exempt</b>	<b>Grade:</b>	<b>NE9</b>
<b>Opening Date:</b>	<b>December 1, 2023</b>	<b>Closing Date:</b>	<b>Open until filled</b>

#### **Job Summary**

Oversees and coordinates all parent and family service plans and activities for the Head Start Program, including organizing group activities and committees necessary for parent involvement.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

#### **Duties and Responsibilities**

- Develops Family & Community Partnership Service Plans. Ensures plans are fully implemented to ensure children and families receive full benefit of services.
- Composes interagency agreements for services for children and families.
- Actively recruits and enrolls eligible children for Head Start.
- Creates and delivers parent orientation meeting and parent orientation packages that include parent handbook, parent volunteer handbook, activity calendar and updated community resource file.
- Encourages fatherhood involvement. Designs cultural activities to encourage fathers to be active and engaged in their children's education.
- Contacts families who children are have missed more than three days of school.
- Conducts home visits with families in coordination with other program staff for purposes of assessment, support, and sharing information on parenting, educational strategies, and classroom progress.
- Leads parent involvement activities.
- Establishes a viable and active Policy Council and Parent Committee. Provides staff support for groups.
- Acts as liaison between community agencies, parents, and staff.
- Performs short term casework and follow-up.
- Develops communications to keep families and parents informed and engaged.
- Obtains new articles for staff; organizes, prints and distributes new letter.
- Works with community departments to obtain services for children and families.
- Generates, submits, and presents information and reports regarding: training; concerns; IPE progress, general progress of health and mental health component; and other pertinent information.
- Coordinates, attends and participates in meetings and committees.
- Ensures the cleanliness and safety of materials, building, classroom, and playgrounds by performing routine inspections.
- Prepares and submits monthly and quarterly reports and other special reports as required.
- Documents and reports any known or suspected instances of child abuse.
- Performs other duties as assigned.

## **Minimum Qualifications**

- Associate's Degree in Social Work, or related field, required.
- Bachelor's Degree in Social Work, preferred.
- Three years experience working with children and families, required.
- Bilingual English/Apache preferred.
- Must be 18 years of age or older.
- CPR and First Aid Certified required within first two months.
- Must be able to pass a physical exam within 45 days of hire.
- Must have a valid NM Driver's License.
- Must be able to work a nine hour day with a lunch.
- Must be willing to work an evenings, weekends and holidays.
- Must successfully pass a pre-employment drug/alcohol screen, background investigation and have a negative Tuberculosis.

*Tribal preference and Native American Indian preference shall apply to all positions.*

## **Knowledge, Skills and Abilities**

- Knowledge of occupational hazards and applicable safety practices.
- Knowledge of principles and practices of early childhood development and care.
- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of community resources.
- Knowledge of records management procedures.
- Skill in operating various word-processing, spreadsheets and database software programs.
- Skill in displaying mature, patient, and understanding behavior.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in preparing reports and correspondence.
- Ability to use excellent communication skills with especially good listening skills.
- Ability to respond to and remain calm in an emergency or crisis situations.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to respect the dignity of each family, culture, customs and beliefs.
- Ability to work professionally and cooperatively with staff, parents, and community members
- Ability to maintain confidentiality.

## **Physical Demands**

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; and reach with hands and arms above shoulder level. The employee frequently is required to stand; walk; stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally is required to climb or balance; and smell. The employee occasionally lifts children. The employee must lift and/or move up to 50 pounds.

## **Work Environment:**

Work is generally performed in an office, childcare center, classroom environment, home environment and outdoors with high noise level. Exposure to bodily fluids, urine, or feces of babies or infants and small children. Exposure to unpleasant odors and infectious disease. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts may be required.