



## Human Resources Department Pueblo of Santo Domingo

### **JOB ANNOUNCEMENT**

**POSITION TITLE:** Early Head Start Home Base Teacher

**SALARY RANGE:** \$10-\$15, DOE

**DEPARTMENT:** Santo Domingo Early Childhood Learning Center

**POSITION STATUS:** Full-Time

**PERIOD TO APPLY:** Open until filled

**FLSA STATUS:** Exempt

**SUPERVISOR:** ECLC Director

**JOB POSTING ID:** 2342021

*Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity*

#### **BASIC PURPOSE:**

The Early Head Start Home Base Teacher assists in implementing the goals, objectives, and performance standards of the Early Head Start program. The EHS Home Base Teacher provides weekly home visits to families with children ages 0 months to 36 months. Overall, the EHS Home Base Teacher provides comprehensive services and demonstrates to the parents how to use developmental learning activities with their child(ren) who are developing typically and atypically. The EHS Home Base Teacher has direct contact weekly with each family and organizes bi-weekly socialization group sessions.

#### **TYPICAL FUNCTIONS:**

- Create and maintain respectful partnerships with families.
- Provide support in parent and child activities that encourages developmentally appropriate activities for the changing needs of infants and toddlers.
- Develop and utilize lesson plans which reflect both mandated elements and parental and cultural influences, and which promote the social emotional, physical, and cognitive development of Head Start children.
- Provide and schedule at least one home visit per week, per child, lasting one and one-half hours, integrating all the Early Head Start components into each visit that includes education, health, safety, disabilities, and family services.
- Work in partnership with parents to enhance their role as their child's primary education through regularly scheduled home visits and group socializations activities. Emphasize the home as the primary learning environment.
- Conducts developmental screenings, assessments, and lesson planning activities.
- Plan and conduct bi-weekly group socialization activities.
- Maintain a caseload of 10 to 12 families.
- Identify resources that will help strengthen the family unit. Assist families in accessing resources.
- Assist parents in understanding their child's growth and development stages.
- Assist parents in developing individual goals and follow up with obtaining those goals.
- Demonstrate good health and nutrition practices for children and family members.
- Attend required meetings and trainings.
- Document daily/weekly in Child Plus activities/lessons/home visits and critical education information.
- Submit monthly reports and maintain accurate written/electronic records including health information, assessments, IFSP documentation, screening instruments, anecdotal

observations, family contacts, summary session updates, socialization planning form including Purchase Requisitions, and other required forms.

- Perform other duties, including but not limited classroom coverage in other EHS/HS classrooms, helping in the kitchen, and other activities as assigned by Leadership Team.
- Perform all work activities in accordance with Santo Domingo Tribe safety policies and procedures.
- Maintain professional hygiene and appearance.
- Ensures strict child, family, and staff confidentiality, following the Tribe's and SD ECLC's Code of Ethics and Confidentiality Procedures.
- Adhere to NAEYC Code of Ethical Conduct.
- Ability to exercise professional judgement in evaluating before making decisions.
- Must have high-level critical thinking and problem-solving abilities to mitigate any potential programmatic issues, concerns and opportunities and be able to support the Vision and Mission of SD ECLC program.
- Must be highly motivated and a self-starter.
- Ability to respect the dignity of each family, culture, custom, and belief.
- Work independently and interdependently and maintain a schedule that supports colleagues, children, and families.
- Utilize relationship-based and coaching approaches in skill building with families and staff.
- Ability to understand regulations, handbooks, and policies pursuant to Head Start Performance Standards and to meet compliance with all programs, pueblo, state and federal rules, regulations, policies, and procedures.
- Must be flexible, this is not an 8 to 5 position, and not an all-day desk job, must be willing to spend time in classrooms, playgrounds, home-visits, bus, and community canvassing, etc.
- Other duties as assigned.

#### **REQUIRED COMPETENCIES:**

- **Integrity/Honesty**

All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to staff and students. Incumbent must conduct oneself above the appearance of doing something wrong.

- **Teamwork**

All Santo Domingo Tribe employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.

- **Goals and Task Management**

Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance. Sustained concentration and ability to handle multiple tasks often simultaneously. Ability to handle highly stressful and sensitive situations in a professional manner.

- **Decisiveness**

Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans. Ability to interpret and implement complex policies and regulations.

- **Vision**

Incumbent in this must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.

- **Interpersonal Skills (Working with Others)**

Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising the effort.

- **Effort and Initiative**

Incumbent in this position must have the ability to work and take action without specific direction and without being monitored. Significant diagnostic and problem-solving skills.

- **Teaching Others**

Incumbent in this position must be able to take responsibility for the development of individuals and groups through appropriate teaching, guidance, and coaching techniques. Ability to direct and assess the performance of direct service support staff.

## **QUALIFICATIONS:**

- Have a current infant/toddler home visitor cda (child development associate) credential, and/or new mexico child development associate, or be eligible for the new mexico cda within 3 to 6 months of employment. Associate of arts degree in early childhood or closely related field preferred.
- Six (6) months to two (2) years' work experience with infant/toddlers, social services or family support services.
- Must have knowledge of adult learning and family dynamics including knowledge of community resources and skill to link families with appropriate agencies and services.
- Must have high competence in technology for data collection. Knowledge of Child Plus system is a plus.
- May be required to repeatedly bend or stoop and lift up to 50lbs.
- Must obtain all mandated trainings that meet the OHS criteria and/or the Tribe and program (i.e., food handler's certificate, CPR/First Aid, OSHA, etc.).
- Excellent oral and written communication skills to focus efforts to meet the goals and objectives of students and parents.
- Experience with Native American culture AND Keres language preferred.
- Valid New Mexico driver's license with ability to meet Santo Domingo Tribes liability insurance requirements and maintain eligibility for insurance.
- The ability/willingness to participate in ongoing professional and staff development independently and through system-offered opportunities.
- Must exercise care and compassion in decision making and maintain objectivity.
- Must satisfactorily pass a criminal background check and drug screening and must obtain a physical exam within 30 days of hire.

## **AGENCY POLICY:**

This description is intended to describe the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities, and requirements of a person so classified. In addition, there is occasional standing to file documents, make copies, faxing, etc., and occasional lifting up to 50 pounds, stooping, bending, standing, and reaching.

## **HOW TO APPLY**

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us, subject line: **Family Advocate Application – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- Online: <https://santodomingopueblo.isolvedhire.com/internal/jobs/>
- By fax: (505) 715-4416 Attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume
- Copy of Diploma (AA or BA)