



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Family Advocate

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: 230421-ECLC

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 incumbent will identify health and social service needs of assigned families and children; plan and implement program activities to meet those needs. Plan and implement parent activities including parent education, parent groups, and parent participation in all aspects of the program. Conduct outreach and recruitment activities and implement enrollment procedures for Head Start/Early Head Start. Make regular and frequent home visits; prepare and maintain detailed child and family records and maintain confidentiality of all information acquired. This position is under the supervision of the Family Services Coordinator.

TYPICAL FUNCTIONS:

- Expedite completion of pre-enrollment packets by assisting the Family Service Coordinator to obtain the necessary documentation required by Performance Standards for enrollment completion.
- Update all children's health records as services are provided or acquired. Transport children and families as needed to obtain health and dental services.
- Assist in goal setting for individuals/families. Work closely with Family Service Coordinator to assist families in crisis.
- Make community contacts, disseminate posters and other information regarding enrollment, conduct door to door canvas of neighborhoods; follow up on incomplete applications. Maintain accurate records of applications.
- Involve parents in decision making through the center and Policy Council.
- Assist Family Service Coordinator to maintain the In-Kind for Non-federal contribution.
- Contact parents/guardians when children have irregular days or miss more than 3 consecutive days.
- Assist Family Service Coordinator to set up volunteer training.
- Ability to work independently and effectively manage time, set priorities, and meet deadlines.
- Knowledge of child and human development.
- 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.
- Support in writing of grants and collecting data with the SD ECLC administration and staff to implement a holistic early childhood learning center.
- Ability to exercise professional judgement in evaluating before making decisions.
- Must be a high-level critical thinker and problem solver to mitigate any potential programmatic issues, concerns and opportunities and can support the Vision and Mission of SD ECLC.
- Must be highly motivated and a self-starter.
- Ability to respect the dignity of each family, culture, custom, and belief.

- Ensures strict staff, child, and family confidentiality, following the Tribes and SD ECLC's Code of Ethics and Confidentiality.
- 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.
- 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.
- Support and strengthen the Keres language as appropriate to this position.
- Perform 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:

- A credential or certification in social work, human services, family services, counseling, or a related field, and or combined 3 to 5 years of experience working with families.
- Willing to start an Early Childhood, and Child Development, Human Services, Social Work and/or related field within the first 6 months and completion in a timely manner.
- Must have good verbal and written communication skills.

- Keres speaking a plus.
- Must have valid driver's license.
- Willing attitude to be a part of the school team and strong sense of professionalism.
- 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.
- 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.).

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.

Position is dependent on Grant(s) and Annual Performance Evaluation

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/internaljobs/>
- 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)