



# Human Resources Department

## Pueblo of Santo Domingo

### JOB ANNOUNCEMENT

**POSITION TITLE:** Family Service Coordinator

**SALARY RANGE:** \$16-\$19.50, 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:** ECLC-170221

*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:**

Primary purpose of FSC is to apply professional expertise and over-sight in the ERSEA (Enrollment, Recruitment, Selection, Eligibility and Attendance) Content Area. Ensures that SDECLC complies with all regulations per applicable Performance Standards and analyzes plans and implements enrollment systems. In addition, the FSC works with children, families and other community members and advocates as a facilitator, supporter in each family's goals and objectives. Plans for parental involvement and works with tribal programs to provide needed services, referrals, and resources to families. Works with outside agencies to promote literacy and other education opportunities pertaining to the components of Head Start and writes a family services plan annually. Develops interagency/memorandum of agreement with agencies and partnership agreements with families. FSC ensures ongoing monitoring, agency collaboration and tracking enrollment services.

#### **TYPICAL FUNCTIONS:**

- Analyze community assessment information and facilitate planning efforts to determine design options, recruitment efforts and enrollment guidelines for Head Start (HS)/ Early Head Start EHS).
- Promote continuous improvement and quality assurance efforts for the Agency at the regional level by providing one on one coaching and mentoring, providing training/presentations to large and small groups, by being aware of and able to articulate Head Start Performance Standards and by maintaining an awareness of community resources.
- Provide input and solutions to develop and or revise the agency's ERSEA systems, policies, and procedures. Develop and oversee and facilitate ERSEA Committee.
- Prepare and distribute timely reports and tracking regarding ERSEA updates.
- Maintain systems, database, files, etc. ensuring security of data.
- Involved with strategic planning processes by utilizing the community assessment and internal data collection.
- Participate in semi-annual Audit/Review, as necessary.
- Participate in a leadership role in SD ECLC annual self-assessment.
- Ensure the ERSEA FILES maintains records and data in a confidential manner.
- Oversee student and family record policies and implementation including responding to subpoena and other record requests.
- Coordinate with other tribal programs to assist and minimize duplication of services and information.
- Involve parents in decision making through the center committees and the Policy Council.
- Participates in and coordinates classroom and Policy Council meetings.
- Establish resource guide for families.
- Write and submit a timely monthly report to the Director/and submittal of ERSEA report requirements in ENTERPRISE.
- Maintain the In-Kind Log for Non-Federal Share contributions.
- Provide support and coordination for parent orientations.
- Support direct service staff in documentation and proper use of the child and family database.
- Assists Director with the grant application and completion of the Program Information Report (PIR).

- Contact parents and guardians when children have irregular days or who have missed more than 2-3 consecutive days.
- Coordinate, recruit, train, and schedule volunteers.
- Support and assist with program wide events/family activity nights as requested by supervisor. Recruit speakers and provide resources for family events as indicated through utilization of parent education and interest surveys.
- Ensure that health follow up and screenings requirements are met in accordance with timelines in policies and procedures.
- Contribute to the development of SD ECLC action plans for continuous quality improvement through ongoing monitoring.
- Supervise and support Family Advocate(s).
- Perform other duties as assigned.

#### **FAMILY SUPPORT**

- Maintain caseload of highest needs families as identified through the family partnership process. Conducting home visits or attending with direct service staff as needed.
- Provide support and referrals for crisis intervention as needed.
- Promote family literacy.
- Encourage and support fatherhood involvement.
- Support families in the application and enrollment process as needed to ensure full enrollment.
- Provide support and resources to families transitioning in and out of the program.
- Establish a family goal setting process for parents to build up on.

#### **POLICY COUNCIL SUPPORT**

- Support Policy Council representatives in their role and encourage acquisition of leadership roles within the program and community.
- Attend and lead as appropriate Policy Council meeting either monthly or on a rotation basis.
- Provide guidance and support for Policy Council projects and activities.

#### **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.
- **Goal 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.
- **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.
- **Vision**  
Incumbent in this position 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 that effort.
- **Effort and Initiative**  
Incumbent in this position must have the ability to work and take action without specific direction and without being monitored.
- **Teaching Others**  
Incumbents in this position must be able to take responsibility for the development of individuals and groups through appropriate teaching, guidance, and coaching techniques.

## **QUALIFICATIONS:**

- Minimal Requirement is a bachelor's degree in Family Administrative Services, Social Services, Early Childhood, Child and Family Studies or closely related field. B.S. Degree in Family Administrative, Social Services and/or closely related field preferred. One to Three Years experience in Early Childhood Education (HS/EHS Preference) and working with parents of the Head Start community
- Experience working with confidential cases; case management, parent education.
- Must have a valid driver's license.
- Must have excellent writing and communication skills.
- Must have advanced level Computer Literacy skills: database management, spreadsheet, word processing, internet, email.
- Must work with the community and other available resources.
- Must have flexible schedule to accommodate family needs, may include some evening or weekend hours.
- Excellent diagnostic, critical thinking, and problem-solving skills.
- Knowledge of Head Start Performance Standards, philosophy, and mission desirable.
- Physical Requirement of occasional bending, stooping, and lifting up to 25 lbs; regular sitting, working at computer keyboard and desk, standing to file misc. documents in filing cabinet.

## **HOW TO APPLY**

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us, subject line: **Family Service Coordinator Application – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- 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)