



## TRIBAL PERSONNEL DEPARTMENT

REPOST

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**JOB TITLE:** Early Head Start Home Visitor (Home Based Teacher)  
**SUPERVISOR:** Family Services Manager  
**LOCATION:** Zaasijiwan Head Start Program  
**POST DATE:** March 11, 2020  
**CLOSING DATE:** March 25, 2020

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**General Description:** This position works to provide all program services to parents with infants and toddlers in their home environment. This position will maintain ongoing contact with families and coordinate health, nutrition, family and mental health services to ensure cohesive educational goals while demonstrating developmentally appropriate practices in the family setting.

**Qualifications:** Child Development Associate (CDA) for Home-Based certification or equivalent coursework as part of an Associate's or Bachelor's degree in Early Childhood Education. At least one year of experience as a teacher in a child care or home-based program is required. Valid driver's license and liability insurance required.

**Salary:** \$17.00- 27.00 per hour, dependent on qualifications.

**How to Apply:** Submit your application for employment and a notarized Release of Information by the deadline. Must also be willing to submit to a drug screen. Applications and detailed job descriptions can be obtained via Lac du flambeau Tribal website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians**  
**Exempt Position Description**

**A. TITLE OF POSITION:** Early Head Start Home Visitor (Home Based Teacher)

**B. DEPARTMENT:** Zaasijiwan Head Start Program

**C. SUPERVISOR'S TITLE:** Family Services Manager

**D. DESCRIPTION OF DUTIES:** This position works to provide all program services to parents with infants and toddlers in their home environment. This position will maintain ongoing contact with families and coordinate health, nutrition, family and mental health services to ensure cohesive educational goals while demonstrating developmentally appropriate practices in the family setting. Specific responsibilities include but are not limited to the following:

**Home Visits**

1. Drive to family home and deliver educational, social and nutritional information to parents and children via weekly 90-minute meetings for each family
2. Assist parents in establishing and attaining long and short- range goals for their children
3. Facilitate home interactive educational activities and model effective parenting skills
4. Complete Family Needs Assessment twice yearly and provide recommendations and referrals
5. Provide information relative to Head Start health and nutrition requirements
6. Arrange for complete physical and dental screenings and vaccinations
7. Provide nutritional guidance
8. Maintain records on dental and health visits as required
9. Meet the needs of all children, including: those at risk, with special needs, are gifted and those who are culturally diverse
10. Develop lesson plans with parents which reflect parental and cultural influences to promote social, emotional, physical and cognitive development
11. Coordinate special needs staff in the activities and develop a collaborative approach that benefits all children and meets the needs specified in the Individual Family Service Plan (IFSP)
12. Work with appropriate agencies and other resources to develop IFSP

**Socializations with Families**

1. Integrate all Head Start components into services offered to families during bi-monthly social gatherings
2. Individualize one-to-one and group activities to reflect the unique needs and strengths of all children in the classroom
3. Follow a consistent schedule with families which includes parent-directed activities, choice time, music and movement, large and small motor activities, skill development, nutrition and effective activities for transitions
4. Encourage parents to use experimentation, exploration, problem solving, cooperation, socialization and choice making

### **Coordination, Planning and Preparation**

1. Review each child's goals and write comprehensive individual plans designed to promote current learning and attend to nutritional, health and social issues
2. Develop and utilize teaching methods and materials for use in the classroom at home
3. Communicate frequently with other staff and parents; serve as liaison among medical and social services in the community; act as an advocate for Head Start families
4. Transition children to Head Start Center or other agencies as needed following established policies

### **Trainings, Meetings and Documentation**

1. Maintain accurate written records including: assessments, IFSP documentation, screening instruments, anecdotal observations and other required forms
2. Plan and facilitate group meetings which provide education and information on current Head Start Policy and Curriculum Development
3. Attend meetings, trainings and professional development activities as appropriate

### **Communication**

1. Communications between Home Visitor and family members are confidential. Home Visitor must ensure that families are aware of their right to privacy and the kind and amount of information contained in program records
2. Communication with center staff for scheduling and problem resolution
3. Communication with parents, one-on-one and by telephone to promote and encourage participation, goal setting and plan implementation for both the child and the family
4. Communication with the service community, in person and by telephone, to act as liaison, coordinate services and act as advocate for family
5. Communication with supervisor

### **E. POSITION RELATIONSHIPS:**

1. **Internal:** Frequent contact with employees and management staff of organizations with Head Start.
2. **External:** Frequent contact with general public, parents and other agency staff.

### **F. SUPERVISORY RESPONSIBILITIES:** None

### **G. SUPERVISION RECEIVED:** Performs job responsibilities receiving direction and Supervision from the Head Start Family Services Manager.

### **H. EDUCATION:** Child Development Associate (CDA) for Home Based certification or equivalent coursework as part of an Associate or Bachelor's degree in Early Childhood Education.

### **I. EXPERIENCE:** At least one year of experience as a teacher in a child care or home-based program is required.

**J.**

**SKILLS:**

1. Must possess and maintain valid Driver's License, liability insurance and personal vehicle for work-related transportation
2. Ability to communicate effectively with parents and young children
3. Ability to maintain strict confidentiality
4. Ability to apply early childhood development theory in daily classroom activities and adapt it to the individual needs of children
5. Problem solving ability to translate emotionally charged family needs into recommendations and relevant community referrals
6. Effective writing skills
7. Ability to work cooperatively with other staff
8. Ability to work with families of varying economic, social and ethnic backgrounds
9. Appropriate knowledge, experience and appreciate of the local culture

**K. WORKING ENVIRONMENT:**

**Work conditions:** This individual will work primarily in a classroom setting, but will be required to leave the office frequently to meet with families and other professionals in meeting the responsibilities of this position.

**Exposure to hazards:** May be exposed to situations where children's behaviors may create undesirable conditions or may be exposed to illness.

**Physical Requirements:** Daily kneeling, stooping, bending and sitting on the floor to attend to family's needs. May have to occasionally lift up to 50 pounds. Physically capable to move quickly in order to respond to children who are very active.

**L. BEHAVIOR:** The vision, goals, and objectives of the Lac du Flambeau band of Lake Superior Chippewa Indians requires the Early Head Start Home Visitor to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers, and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau tribe will not be tolerated and is subject to disciplinary action.

**M. OTHER:** Must have a valid driver's license and liability insurance. Qualifying background check, per Lac du Flambeau Band of Lake Superior Chippewa Indian Head Start and Care Provider Background Check Policy; physical examination prior to starting and annually, thereafter, to rule out communicable diseases; negative TB test prior to starting. Must submit to and pass drug test prior to commencing employment and random drug testing thereafter. Preference will be given to current and former Early Head Start and Head Start parents, if qualified, for vacant position. Demonstrate a strong commitment to cultural beliefs and values of Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.