



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** Family Service Advocate  
**SUPERVISOR:** Family Services Coordinator  
**LOCATION:** Zaasjiwan Head Start  
**POST DATE:** February 26, 2019  
**CLOSING DATE:** March 12, 2019

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**General Description:** The primary responsibility of this position is to assist the bus driver in providing safe, punctual transportation, provide essential staff substitute coverage, as needed, in the classroom using age appropriate communication skills, and assisting with kitchen duties. The position will assist the Family Services Coordinator by interacting with selected families for specific tasks to deliver program services as needed.

**Qualifications:** High School diploma or equivalent required. Completion of Child Development Associate (CDA) certification within one year of hire. Current certification in Infant and Child CPR and first aid or completion within 3 months. At least one year of related experience with early childhood education. Must have a valid WI driver's license, proof of insurance, and access to a reliable vehicle.

**Salary:** \$9.25-\$16.25 per hour/ Dependent upon qualifications.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be obtained via 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  
Nonexempt Position Description**

**A. TITLE OF POSITION:** FAMILY SERVICES ADVOCATE

**B. DEPARTMENT:** Zaasijiwan Head Start

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

**D. D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to assist the bus driver in providing safe, punctual transportation, provide essential staff substitute coverage, as needed, in the classroom using age appropriate communication skills, and assisting with kitchen duties. The position will assist the Family and Community Partnership Manager by interacting with selected families for specific tasks to deliver program services as needed. Specific responsibilities include, but are not limited to the following:

1. Assist children in boarding and exiting the bus, verifying with authorized list.
2. Ensure children are secured in weight/height appropriate seatbelt/harnesses.
3. Observe the health of children on the bus.
4. Collaborate with bus driver to ensure each child is delivered to a responsible adult.
5. Use age appropriate language skills on the bus.
6. Assist the driver to follow procedures with any emergency and to ensure no child is unattended while on the bus.
7. Assist in setting up the daily learning environment, both indoor and outdoor.
8. Use developmentally appropriate practices to facilitate activities.
9. Observe and document to assist in identification of individual strengths & needs.
10. Provide an atmosphere that promotes and reinforces parent involvement.
11. Attend in-service and training as needed and required.
12. Provide input into planning efforts for Community and program self-assessment.
13. Participate in staff meetings.
14. Assist with preparation and delivery of healthy meals to classrooms, and clean up as needed.
15. Support and maintain relationships with parents, families and community agencies.
16. Attend special events sponsored by Head Start, possibly evenings and/or weekends.
17. Assist Family Service Worker and Home Based Teachers with Home Visits as needed.
18. Assist in the maintenance of accurate written records required by the program.
19. Document contacts with families.
20. Communicate regularly with program staff to ensure follow through and continuity.
21. Answer program telephone, relay messages and greet persons at the front desk.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Continuous contact with program staff on a daily basis.
2. **External:** Frequent contact with general public, parents and other agency staff.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Family Services Coordinator

**H. EDUCATION:** High School Diploma or Equivalent is required. Completion of Child Development Associate (CDA) certification within one year of hire. Current certification in Infant and Child CPR and First Aid or completion within 3 months.

**I. EXPERIENCE:**

1. At least one year of related experience with early childhood education.
2. Experience dealing with sensitive family situation in a non-threatening and professional manner.
3. Valid WI driver's license and proof of insurance.

**J. SKILLS:**

1. Advanced computer skills (creating forms in Word, internet and e-mail)
2. Knowledge of community resources and how to access and collaborate.
3. Strong interpersonal and organization communication skills, including the ability to work as part of a team, communicate effectively both orally and in writing, receive and provide feedback, and manage discussions in meetings.
4. Ability to manage multiple tasks and prioritize for effective completion.
5. Experienced in the use of management information systems.
6. Ability to maintain confidentiality.
7. Ability to work cooperatively with staff.
8. Ability to work with families of varying economic, social, and ethnic backgrounds.
9. Appropriate knowledge, experience, and appreciation of local culture.
10. Problem solving skills to assure program and system continuity and effectiveness.
11. Strict confidentiality must be maintained at all times.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Normal office environment with contact with adult staff and children what will require bending with placing children into seat belts, stooping, sitting and walking.
2. **Exposure to Hazards:** Frequent contact with children and family members that may expose staff to illness and/or undesirable behavior.
3. **Physical Requirements:** Extended periods of sitting, lifting files over 10 pounds. Perform various duties including riding on bus and harnessing children into seatbelts, daily kneeling, stooping, bending, sitting on floor and occasionally lifting up to 50 lbs.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Family Services Advocate 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

