

COUNCIL OF ATHABASCAN TRIBAL GOVERNMENTS

POSITION DESCRIPTION

TITLE: EHS Family Services Coordinator

PURPOSE: To develop and implement the health, nutrition and family services components of the EHS program in compliance with the federal EHS Performance Standards and procedures developed by Council of Athabaskan Tribal Governments (CATG), including cultural aspects, native language, and elder involvement. The position is under the direct supervision of the Early Head Start Director.

RESPONSIBILITIES AND DUTIES:

- Develop and implement work plans, management systems, and child/family data management for Early Head Start health, nutrition, mental health (wellness), and family services.
- Develop and implement the health, nutrition and wellness curriculum
- Ensure that Family Advocates encourage and support child health screenings and follow-up services.
- Coordinate Health Advisory Committee meetings and activities.
- Ensure that Family Advocates assess and address family needs, including health, mental health and dental health.
- Coordinate Policy Council Meetings and Parent Activities
- Develop effective working relationships and Memoranda of Agreements with Health and Family service providers such as health and dental care providers, University of Alaska-- Fort Yukon Campus, housing officials, WIC, counseling services, and the school district.
- Provide data collection and leadership for completion of the Program Information Report.
- Collaborate with the management team to plan, deliver and participate in in-services and Elders Academies.
- Engage in training as defined in the professional development plan.
- Provide on-site visits and direct supervision for Family Advocates in program sites. Travel in small aircraft is required.
- Advocate in the community for young children and their families.
- Honor the ideals and principles of the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct.
- Demonstrated personal interest and positive attitude about family-centered work with pregnant women, infants, & toddlers.
- Effectively work in a highly structured collaborative environment.
- Effectively work with CATG Education staff, Family Advocates, Family Service providers and Education/Disabilities Coordinator.
- Perform other job duties related to Health and Family services as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Foundation Skills:

- Excellent reading, writing, math, listening and speaking skills.

Thinking Skills:

- Demonstrates excellent critical thinking, decision making, problem solving and reasoning skills.
- Ability to read, interpret and apply a wide range of information and policies.

Technology Skills:

- Excellent computer skills including working experience with Word, Excel, Access, PowerPoint, Publisher, Movie Maker software and organizational software tools.
- Excellent technology skills including troubleshooting daily computer issues, using multiple media communication tools, use transcribing machines, copies, printers, FAX machines and other equipment.
- Skill in operating word processing equipment with a minimum typing speed of 50 wpm.

Interpersonal Skills:

- Establish and maintain effective and professional working relationships with other employees, public and private officials, and the general public.

QUALIFICATIONS:

- BS/BA Degree. in health, nutrition, mental health, family or adult education or related field plus three years of experience in that field, and
- Preferred 5-years supervisory experience.
- Preferred Head Start experience.
- Preferred experience working with or for an Indian tribe or tribal organization.

OTHER:

- Prior to employment, must have:
 - Physical examination and current negative TB clearance
 - Three letters of recommendation
 - Criminal records search release
 - Health history
- Drug testing under the authority of P.L. 93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications.
- Under the authority of P.L. 93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications.
- Under the authority of P.L. 101-630, a Character Investigation is required for anyone in a position, which may have contact with children.
- As a Federal Contractor, CATG is required to show compliance with the Drug Free workplace act of 1988. CATG has initiated and maintains a Drug and Alcohol Testing Policy, which includes pre-employment testing thereafter.

Title: EHS Family Services/Health Coordinator
Location: Fort Yukon
Supervision: Early Head Start Director
Classification: Non-Exempt; Full time w/benefits
Salary: CATG Salary Scale

Signature

Date