

YUOK TRIBE-JOB DESCRIPTION
Early Head Start/Home Visitor

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| Job Title: | Early Head Start/Head Start Home Visitor | | | Job Grade | 4/5 |
| Department | Education | Program | Early Head Start/Head Start | Location | Klamath, Ke’Pel, Eureka |
| Reports To: | Education Coordinator | | | FLSA Status | Non Exempt |
| ALL HIRING IS SUBJECT TO THE YUOK TRIBE’S HIRING PREFERENCE | | | | | |
| Salary Range | \$14.60-18.99/\$16.34-21.24 | | | | |

POSITION SUMMARY:

The incumbent is under the supervision of the Education Coordinator. The Provider is responsible for developing and implementing Home Base Services to children and families that include Federal Performance Standards: 1304.20 Child Health & Developmental Services; 1304.21 Education and Early Childhood Development; 1304.22 Child Health & Safety; 1304.23 Child Nutrition; 1304.40 Family Partnerships; 1304.53 Facilities, Materials, and Equipment; Part 1305 Eligibility, Recruitment, Selection, Enrollment, and Attendance and Part 1308 Subpart B Disabilities Service Plan.

DUTIES AND RESPONSIBILITIES:

1. Understand the Head Start goals/performance standards and be able to communicate them to parents and the community.
2. Work with the Coordinators and the Head Start Manager to provide integrated program services.
3. Create a warm, accepting, and developmentally appropriate environment, which encourages the cognitive, physical, emotional and social development of the child and family in a home setting and during socializations.
4. Uphold confidentiality of child and family information in accordance with the confidentiality policy.
5. Refer families with health, nutrition, social services, mental health and special needs concerns to local resources and/or Coordinators as necessary.
6. Utilize Yurok tribal traditions, practices, and resources to provide culturally relevant services to the children and families.
7. Must be able to implement approved curriculum and individualize for each child.
8. Understand and implements safety rules, emergency procedures and plans.
9. Utilize substitutes as needed.
10. Participates in scheduled team and staff meetings.
11. Attend local and out of town meetings as requested by supervisor
12. May be assigned other duties as required to meet the needs of the program

SUPERVISORY RESPONSIBILITIES:

No supervisor responsibilities.

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MINIMUM QUALIFICATIONS:

1. Ability to develop and implement educational curriculum in accordance with the Head Start Performance Standards
2. Knowledge of child development and sensitive to the needs and characteristics of young children and families.
3. Ability to relate well to other staff members, parents and community members.
4. Knowledge of history, culture and traditions of Native American Tribes of Northwest California particularly the Yurok Tribe.
5. Experience in computer word processing.
6. Possess effective interpersonal and leadership skills.
7. Possess well-developed verbal and written communication skills and abilities.
8. Must be self directed and able to initiate parent and staff activities.

EDUCATION/EXPERIENCE:

G4: High school diploma or GED and six (6) months of specialized experience or one (1) year above high school with six (6) credits in Early Childhood Education (ECE).

G5: Must have a current Child Development Associate Credential (CDA) to work with infants/toddlers and the ability to complete an Associate degree in Early Childhood Education and two (2) years' experience working with pre-school age children in a classroom setting. Or An Associate Degree in Early Childhood Education or Elementary Education plus one (1) year experience working with children in a group or educational setting and the ability to obtain a baccalaureate degree in Early Childhood Education or related field and two (2) years of general experience.

Equivalent combinations of education and experience are qualifying for this position.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. Must provide documentation of a pre-employment and annual health screening showing that the employee is free of communicable diseases and is physically capable of doing the job.
3. Must provide pre-employment and annual documentation of a negative TB test or chest x-ray, no later than 7 days following the date of hire.
4. Must provide (within thirty days) documentation of immunization or immunity for all currently recommended childhood immunizations. If employee is missing required immunizations they must be completed within six months of hire.
5. Must provide (within thirty days) documentation of receiving Hepatitis B vaccine. The entire series of Hepatitis B immunizations must be completed within six months of hire.
6. Must possess, or be willing to obtain within 30 days, a certification in Infant & child, pediatric, Community, or Universal First Aid and CPR through a qualified EMSA training

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program as prescribed by Community Care Licensing. Must maintain valid First Aid and CPR cards during duration of employment.

7. Must provide documentation of 15 hours of Health and Safety training as prescribed by Community Care Licensing. Hours from current first aid and CPR certificates count toward this requirement. (EMSA approved training).
8. Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing, or provide fingerprints and a Child Abuse Index Check prior to the first day of work in order to obtain a Criminal Record Clearance from the Department of Justice.
9. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
10. If necessary, must adhere to a professional development plan with goals, objectives and timelines that includes the attainment of beginning level Yurok Language proficiency as determined by the Yurok Language Program.
11. This position will collaborate with the Yurok Tribe Child Care Program including but not limited to working in the Child Care Classroom as needed to meet teacher-child ratio's and attending joint trainings.
12. This position may be required to work full year full day.
13. THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES.
14. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of the Yurok language is preferred but not required.
15. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
16. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, the physical agility to bend, stoop, kneel, crouch, or crawl, reach overhead, push/pull, squat, twist and turn, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.
17. VISION REQUIREMENTS:
 - Close vision (clear vision at 20 inches or less).
 - Color vision (ability to identify and distinguish colors).
 - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
 - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

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I, _____, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date