THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DODE81512601**	DATE POSTED:	**10/03/16**
POSITION NO:	**243158**	CLOSING DATE:	**10/14/16**
POSITION TITLE:	**Head Start ERSEA & Family Engagement Liaison (2 Positions)**		
DEPARTMENT NAME / WORKSITE:	**DODE/Navajo Head Start - Shiprock, NM**		

WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	☐		GRADE/STEP:	AD63A
WORK HOURS:	40 hrs/week	PART TIME:	☐	NO. OF HRS./WK.:	$ 32,894.40	PER ANNUM
		SEASONAL:	☑	DURATION :	$ 18.69	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Responsible for the collection, entry and maintenance of eligibility, recruitment, selection, enrollment and attendance activities of children and families; performs internal reviews on child files to ensure eligibility and required documents are filed according to regulations; coordinates recruitment activities logistics and maintains related documentation; implements and manages enrollment procedures including determining eligibility on enrollment applications; interprets and applies ERSEA policies, protocol and procedures; registers and completes intake interviews with families and assists families with completing child enrollment forms and submitting necessary documents; assists in the recruitment, enrollment and registration of prospective children and families; provides program information to parents; provides orientation to new enrollees about the Head Start program and its requirements; collaborates with local community organizations to schedule recruitment events; develops and distributes brochures and flyers for recruitment events; conducts or participates in public awareness and education activities.

Maintains Child Plus database and records management systems; maintains electronic and hard copy client records and programmatic files; audits children's files to ensure completeness, eligibility and that required documents are filed in accordance with applicable regulations; ensures all enrollment information is accurate and updated in database; in coordination with center staff and parents ensures all changes in enrollment, health and attendance status are recorded in database; maintains confidential and/or sensitive information regarding staff and child/family in accordance with family privacy acts and health information privacy act; exercises discretion in the release and dissemination of child/family information; complies with program policies, protocols and procedures regarding confidentiality and child abuse and neglect reporting; responsible for reporting child abuse and neglect and assists center staff in preparing mandated reports; follows established procedures for processing family enrollment documents; maintains log of all enrollment, requirements, referrals and follow-up contacts, health status and any family contacts.

Provides family engagement activities and parent education in coordination with all content areas; explains family partnership agreement (FPA) process and develops FPA with families; provides referrals for families when reports are made for suspected child abuse and neglect (SCAN); supports classroom staff in abiding by social services and/or court orders relating to guardianship or visitation documentation requirements.

Prepares attendance, enrollment statistics and family engagement activity reports and monitors records; works with families and communities in providing information relating to enrollment regulations and policies; coordinates with county, tribal and state health agencies to ensure thorough care of Head Start and Early Head Start children, families and staff; attends meetings and Head Start self-assessment and community assessments.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Health, Human Services, Early Childhood Education or related field; and one (1) year of experience working with children and families in building rapport/relationship to support family engagement.

Special Requirements:

- A favorable background investigation. ***(If selected for the position, tribal, federal, and state background checks must be completed prior to employment at the applicant's expense.)***
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of: Navajo Nation Head Start Performance Standards, Head Start Act, federal, state and local laws, codes, regulation and guidelines governing aspects of tribal operations relative to program responsibilities; knowledge of quality improvement processes, protocols, changes and updates; research techniques, sources and availability of information; developing and executing documents and reports, goals and performance measures; making decisions and problem solving in many areas and scheduling program services; managing complex internal relationships, maintaining open communication and effective working relationships; ability to interpret and implement complex policies and regulations.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.