

Vacancy Announcement

Title: Family Advocate

Reports To: Karuk Head Start Director

Location: Yreka and Happy Camp

Salary: \$15.00 to \$21.00

Summary: The Family Advocate works with families in the areas of social services, disabilities, mental health, and parent engagement; develops partnerships with families, and provides referrals and support in accessing community resources; assists families in crisis; supports the culture and values of each family; is responsible for compliance with the Head Start Performance Standards and following the Karuk Tribe and Karuk Head Start policies and procedures. The Family Advocate will be responsible for all ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance) data and reports.

Classification: Full Time, Non-Exempt, Non-Entry Level

Application Deadline: June 29, 2018 by 5 PM

Applications are available at all Tribal Offices or on the Internet at www.karuk.us The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resource Department, Telephone (530) 493-1600 X 2010, Fax: (530)-493-1611, Email: tparry@karuk.us

Karuk Tribe Application Checklist

To ensure that your application will be properly considered for employment with the Karuk Tribe, you **MUST** attach documentation for the information that is requested on the employment application form. The Tribe's Human Resources department is not responsible for ensuring your application is complete upon submission.

- ✓ Enrollment Documentation – to be considered for Tribal Preference you *must* attach documentation of your enrollment with a federally recognized tribe. The Tribe's Enrollment department is not allowed to submit your documentation for you.
- ✓ Veterans Preference – You *must* attach a copy of your DD-214 to be considered for Veterans Preference. Without this documentation you will not be given Veteran's Preference.
- ✓ Employment History – You should completely fill out your employment history even if you attach a resume with your application. It is important to include all information that is requested in this section.
- ✓ Education – You *must* attach copies of your educational achievements including certifications, special training certificates, degrees, vocational certifications or other types of education that you have to document that you meet specific job description requirements.
- ✓ Driver's License – You must provide the state and number of your Driver's License on your application. 99% of jobs at the Karuk Tribe require a Driver's License. Your application will be withdrawn from consideration without this information. If you do not have a Driver's License but expect to have one in the near future you should write down when you expect to have it.
- ✓ References – You *must* include at least three (3) references on your application including their contact information.
- ✓ Signature – You must sign your application or it will be withdrawn from consideration for employment with the Karuk Tribe.
- ✓ Resume – while not required, it is a good practice to include a resume with your application.
- ✓ Cover letter – while not required, it could prove beneficial to include a short cover letter with your application.
- ✓ Reference Letters – while not required, it could prove beneficial to submit reference letters from former employers, associates or other individuals who you have worked with.

For further job opportunity referrals be sure to complete the TERO Skills Bank application! Contact the TERO Department or go online to www.karuk.us and click on the TERO page.

POSITION DESCRIPTION

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Responsibilities:

1. Complete follow up tracking on Family Services and Family Partnership Agreements and record this information in the ChildPlus database; assist with data input for the PIR.
2. Provide monthly reports to the Head Start Director regarding ERSEA, family partnerships, referrals and services provided, and community partnerships.
3. Engage parents as full partners in the education of their child including assistance with enrollment packets and documentation; support and assist families in transitioning their child to kindergarten by linking parents with their child's next school.
4. Support and encourage parent leadership by providing parents opportunities to be involved in group activities, Policy Council, parent committee meetings, educational activities, and to contribute to program activities and services through volunteerism, community service, etc.
5. Coordinate with staff to encourage and engage parents in establishing individualized goals (including adult literacy), providing in-kind for the center, and to work together with their child at school, at home, and in the community.
6. Advocate for and assist families in identifying and coordinating resources to meet family goals through the Family Partnership Agreements; conduct home visits as needed to assist parents with issues such as attendance.
7. Recruit and enroll eligible children utilizing approved recruitment policies; maintain a waiting list of eligible children; maintain the monthly student enrollment count.

8. Develop and maintain collaborative relationships with community and tribal agencies and update the Community Resource Directory for distribution to families.
9. Maintain open communication and debrief with staff at the center, in the classroom, and in meetings as scheduled.
10. Document, update, and maintain documentation of all communication, including follow-up efforts and plans made with families.
11. Contact families when there is a sick child at school and stay with the child or ensure that someone stays with the child in the office until a parent arrives.
12. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. **Cultural Competency:** Ability to work effectively with Native American people in culturally diverse environments with some knowledge of the Karuk culture.
2. **Professionalism:** Is aware of the potential impact of own attitudes and behaviors and make appropriate adjustments to ensure that communication with children and parents is purposeful and appropriate. Demonstrates respect, honesty, integrity, and fairness to all and follows policies and procedures.
3. **Teamwork:** Strives to be “solution-focused” and presents challenges with recommendations for solutions that best meet the needs of Karuk Head Start children, parents, and staff. Maintain constructive team relationships, coordinates effective goals and identifies or plans ways to successfully work together. Demonstrates flexibility and adaptability to change.
4. **Program Support:** Supports, cooperates and assists staff to meet the goals of all components of the Karuk Head Start Program in accordance with the Head Start Program Performance Standards. Establishes and maintains an effective working relationship with parents and staff.
5. **Professional Development:** Participates in ongoing professional development, training, meetings, as determined in coordination with the Head Start Director, KCDC ED/OM and or KCDC Board of Directors.

Requirements:

1. AA or BA in Health, Social Services, or relevant field desired or a high school diploma or GED plus 5-years’ experience working with children and families and **currently enrolled** in higher education classes and working towards an AA or BA in health, social services, or a relevant field.
2. Must have experience or training in working with a diverse group of parents, including those in crisis; experience in family engagement, and planning and implementing activities for children age 3-5 and their families.
3. Must be available for local and out of area travel as required for job related trainings, meetings, and other functions as requested.

4. Must have good verbal and written communications skills, experience in planning, scheduling, coordinating meetings and events, preparing reports, and entering data.
5. Must successfully pass a physical, a TB test (with negative results), pre-employment drug and alcohol screening, and a fingerprint criminal background check. Must be willing to submit to a rescreen every 5-years.
6. Must adhere to and sign the Karuk Head Start Employee Conduct and Confidentiality document and adhere to the Karuk Tribe Personnel Policy.
7. Must possess a valid driver's license, good driving record, and be insurable by the KCDC's insurance carrier.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed when hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Policy Council Approved: 3/14/2018

KCDC Approved: 3/14/2018

Tribal Council Approved: 3/22/2018

KCDC Chair Signature: _____ **Date:** _____

Chairman's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____