

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



Announcement # 2012-117 Issue Date: 08-28-12 Closing Date: 09-11-12

**Family & Community Advocate**  
**Yakama Nation Head Start**  
**Department of Health & Human Services**  
**Hourly Wage: DOQ/Full-Time/Regular/Furlough**  
**Location: Toppenish Center**

This is a responsible position in child development requiring integration of the Head Start Performance Standards with emphasis on the Social Service component. Working with the Family and Community Team to take an active role in the community planning to encourage strong communication, cooperation and sharing of information among agencies to improve the delivery of community services to children and families. Assist with the conducting Family Partnership Agreements. Assist with the recruitment and transition of eligible children. Assist with the input all data on the HSFIS. Assist with recruitment, enrollment and attendance of children and families into the program. Duties are usually performed in an office setting and/or in the field. Work requires periods of sitting, standing, walking, stooping, kneeling, light lifting, speaking, hearing, seeing and the ability to articulate clearly; use of hands to finger, handle, reach with hands and arms. Frequent travel to and from centers to homes within geographic service area.

**Knowledge, Skills and Abilities:**

- Knowledge of Yakama Indian Nation Personnel Policies and Procedures
- Knowledge of Head Start Performance Standards
- Knowledge of Family Services Competencies.
- Ability to present a professional manner in dress, appearance and attitude at all times.
- Excellent communication skills, attention to detail, ability to integrate with other team members.
- Ability to abide by Standards of Conduct according to Head Start Performance Standards.
- Ability to operate a personal computer.
- Ability to collaborate with outside agencies/organization for services to families.

**Minimum Qualifications:**

- Tribal Preference.
- Must have a High School Diploma or equivalent.
- Must have at least two years experience in a Head Start program.
- AA Degree in Early Childhood Education or related field.
- Family Service Credential or ability to obtain.
- Valid Washington State Driver's License; own transportation & required auto insurance, and ability to acquire a Tribal Permit.
- Washington State Background check.
- Must have a medical/physical examination, (TB) skin test.
- Must obtain a CPR/First Aide card.
- Must obtain a Food Handler Card.
- Must be able to pass a pre-employment drug & alcohol test.