

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-128 **Issue Date:** 07-22-14 **Closing Date:** 08-04-14

Family Involvement Coordinator
Yakama Nation Head Start
Department of Health & Human Services
Hourly Wage: \$13.21/Regular/Full-Time
Location: All Centers

This is a responsible in the child development program requiring integration of the Head Start Performance Standards with an emphasis on Family Involvement including parent/community involvement and support services to children and families. This position is part of the Head Start Program's Program Design and Management Team. This position is critical to the overall program quality as it involves ensuring that collaboration, coordination, and communication between parents/families and the Program is established and maintained in a positive, supportive manner. Familiarity with all aspects of the Program is necessary in order to ensure that parents/families are well informed and proactively involved in the Program.

Knowledge, Skills and Abilities:

- Knowledge of Early Childhood Development theories/practices, Head Start Performance Standards, Yakama Indian Nation Personnel Policies and Procedures, Federal , state and local confidentiality rules/regulations.
- Ability to adhere to applicable rules, regulations, policies and procedures.
- Ability to establish and maintain effective working relationships.
- Ability to maintain standards of professionals, in dress, appearance, attitudes and presentation.
- Ability to maintain standards of professionalism in terms of confidentiality and work ethic.
- Ability to communicate effectively with individuals and groups, both orally and in writing.
- Ability to effectively integrate with other team members and staff.
- Ability to operate appropriate equipment.
- Ability to effectively and efficiently organize and implement position duties/responsibilities.
- Ability to process information and problem solve/identify appropriate courses of action.
- Willingness to participate in staff development activities.

General Recruiting Indicators:

- BA in Early Childhood Development, Human Resources, Human Development, Education or related field preferred.
- AA in Early Childhood Development or related field. C.D.A Certificate.
- Minimum of two (2) years working experience with low-income families, preferably in Head Start.
- Enrolled Yakama member.
- Valid Washington State driver's license and ability to obtain tribal driver's permit.
- Access to personal transportation and evidence of auto insurance.
- Current medical/physical examination. TB skin test.
- Must obtain first aid card.
- Must obtain food handler's card.
- Must be able to pass a Washington State background check.
- Required to pass pre-employment drug and alcohol test.