



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0011
EDUCATION
FAMILY SERVICES COORDINATOR**

Position Title:	Family Services Coordinator	Pay Level:	\$13.47/Hourly - \$20.21/Hourly
Position Open Date:	01/19/2023 – Until Filled	Department:	Education
Position Status:	Full-Time	Classification:	Exempt
Supervisor:	EC Program Manager	Location:	Education

POSITION SUMMARY:

Performs duties to implement and coordinate social services and parent activities, providing direct intervention, case management and support to families enrolled in the Early Childhood Program (ECP). Establishes mutually respectful partnerships with families to promote and support parent and community involvement in a manner that meets the Head Start Performance Standards.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Associates, Bachelor's degree or certificate in Early Childhood Development or a family related services preferred. Two or more years' experience in working with children, families, and communities required. Towa Speaker Preferred.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- **Mandatory reporter of all suspected incidents of child abuse and neglect**
- Develop family partnership agreements and individualize family plans in partnership with the family
- Assist families in establishing goal-setting activities that identify necessary services and other support systems
- Compiles and analyzes data on the effectiveness of family services; reviews, revises, and updates Family Services component service plan annually
- Maintains a complete and accurate record on all enrolled ECP children and their families
- Completes computer generated Program Information Report (PIR) for transmission to the Head Start Bureau
- Responsible for the ongoing recruitment and enrollment of children, and assists with Child Find Activities, and ensures that special efforts are made to recruit children with special needs
- Provides input in the development and implementation of selection criteria to ensure that ECP children with special needs receive appropriate consideration
- Prepares and submits reports to the ECP Manager, based on Head Start Monitoring Instrument and component area service plans
- Submits monthly report to ECP Manager relevant to the planning and implementation of the Family Service Plan that includes component area highlights, statistical information, problems experienced, and future goals and objectives (e.g. meetings attended, number of children with FPA's, progress toward goals/objectives, service concerns, etc.)

REQUIRED KNOWLEDGE AND SKILLS:

- **PROGRAM SELF-ASSESSMENT** - Participates as a Team Leader in the annual self-assessment process, including
 - Recruiting and training self-assessment team members
 - Establishing a time frame for completing assignments
 - Complete self-assessment summary sheets
 - Develop improvement/action plan to address findings
- **PARENT-EARLY CHILDHOOD PROGRAM COMMUNICATIONS** - Mandatory attendance for all Parent Committee meetings and other meetings as required
 - Facilitates efforts to inform the community of services and issues; assists ECP disabilities services coordinator with other tribal services for persons with special needs
 - Serves as ECP liaison between service provider and program, and serves as the advocate for the child and family
 - Makes home visits to maintain parental involvement for progress reporting and follow-up
 - Refers ECP parents of children with special needs to local resources (support groups) and provides information relevant to the needs of each family member and participate in IEP meetings
 - Determines the specific training/technical assistance needs of parents and ECP staff relative to the immediate service needs of children with special needs and their families
 - Conducts or secures specific or general training to meet identified parental, ECP staff and community needs
- **PROFESSIONAL DEVELOPMENT** - Participate in meetings, conferences, and conventions to expand personal knowledge and understanding of early childhood development, disabilities services, mental health services, Head Start Performance Standards, and Head Start Initiatives
 - Attend all staff meetings, planning sessions and other related workshops

- **POLICIES and PROCEDURES** - Follow rules and regulations as set forth by the Tribal Council in Tribal Personnel Policies and Procedures.
- Adhere to Head Start Performance Standards and follow ECP Policies and Procedures.

To apply for the position posted, please apply as follows;

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

www.Jemezpueblo.org