Tolowa Dee-ni' Nation
Position Description

Title: Family Lifeway Coordinator
Class: Management
Status: Part-time
Supervisor: HELP Director
Effective Date: August 2015

Department: (07) Head Start
FLSA: non-exempt
Pay Grade: VI ($15.58-$21.98)
Subordinates: None
Grant Funded: Yes

Position Summary:
This position is responsible for the collaborative development, implementation, and management of family services and cultural lifeways. This position will endure the collaboration between the Language and Culture and Community and Family Services Department's is effective, efficient and results in Positive Outcomes for children and families. Assure the compliance of the Head Start Program Performance Standards as they pertain to family services and tribal language for children and families.

All Tolowa Dee-ni' Nation (TDN) employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Smith River Rancheria drug free workplace policy and will be subject to pre-employment, random, for-cause, and post-accident drug and alcohol testing.

Essential Duties and Responsibilities: include the following.

1. Develop a working knowledge of community resources, annually update resource directory and visit with agencies for service delivery updates. Maintains and follows Parent Family Community Engagement (PFCE) integrated systems/service plans and participates in the Community Assessment Self-Assessment Data Analysis. (CASADA)
2. Participates in the development of school readiness goals in the area of (PFCE) with parents, staff and policy council.
3. Recruits prospective families and assist with enrollment process and parent teacher conference.
4. Refers family for emergency or crisis assistance, as well referring families for continuing education, employment training and other employment services through formal or informal networking in the community.
5. Conducts and documents follow-up on all referrals.
6. Responsible for monitoring and maintaining complete and accurate family/child file and track family/child needs, efforts and outcomes.
7. Regularly share information with teachers to ensure coordinated services that meet the needs of individual children and families.
8. Submits monthly reports into SMARTGOALS system.
9. Conducts home visits to facilitate family plans, assist families in achieving identified goals and follow-up on referrals.
10. Coordinate Tolowa Dee-ni' cultural lifeways systems in classroom instruction.
11. Assist in the development and implementation of Dee-ni' Language/Culture opportunities for HELP families.
12. Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- AA or BA degree in Family Studies or equivalent
- At least 2 years working in a managerial role in Head Start
- Ability and knowledge to work with 3-5 year old children and meet Head Start standards of conduct and confidentiality.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Position requires occasional overnight travel. Requires the ability to drive 7 hours within a 24 hours period.
- Requires computer literacy in a Microsoft Office environment.
- Current physical exam/tuberculosis test clearance and criminal background fingerprint clearance.
- Must submit to and pass a pre-employment drug and alcohol screen
- Qualified American Indian Preference applies.

Language Skills:
Ability to read, analyze and interpret technical manuals, and government regulations. Ability to write reports, business correspondence, and procedure manuals, ability to effectively present information and respond to questions, while facilitating group meetings.

Mathematical Skills:
Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:
Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:
While performing the duties of this job the Employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/move 25 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).

Work Environment:
The noise level in the work environment is usually moderate (examples: business office with computers and printers).

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

Supervisor's Signature: _____ **Date:** _____