



## Tolowa Dee-ni' Nation Position Description

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

**Department:** (31) Head Start  
**FLSA:** Non-exempt  
**Pay Grade:** 6 (\$16.20-\$22.86)  
**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 ensure 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 employees are at will employees.

### **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 including children with special needs and homeless children and assists with enrollment process and parent teacher conference.
4. Consults with Program Director and other staff regarding child and/or family crisis intervention and case conferencing. 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. Meets monthly and as needed with teachers to share information and ensure coordinated services that meet the needs of individual children and families.
8. Submits monthly reports into SMARTGOALS system, to Program Director and assists in (Program Information Report) PIR.
9. Conducts home visits to facilitate family plans, assist families in achieving identified goals and follow-up on referrals.
10. Coordinates with teaching staff Tolowa Dee-ni' cultural lifeways systems in classroom instruction. Attend Tolowa Dee-ni' Wee-ya' classes and utilize language in your work.
11. Assists in the development and implementation of Dee-ni' Language/Culture opportunities for XELP families.
12. Follows up on child's attendance and develops attendance plans with families as needed to ensure 85% attendance is maintained.
13. Facilitates parent involvement in all areas of program.
14. Works collaboratively with the Education Coordinator on planning and facilitating parent education/activities. Ensure Research based Parent Curriculum is implemented.

15. Responsible to collect in-kind from parents and community partners.
16. Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

**Minimum Qualifications:**

1. BA degree in Family Studies or equivalent.
2. At least 1 year working in a managerial position, preferably in Head Start
3. Ability and knowledge to work with 3-5 year old children and meet Head Start standards of conduct and confidentiality.
4. Must submit to and pass a pre-employment drug and alcohol screen.
5. Position requires occasional overnight travel, evenings and weekend hours. Requires the ability to drive 7 hours within a 24 hours period.
6. Requires computer literacy in a Microsoft Office environment.
7. Current physical exam/tuberculosis test clearance and criminal background fingerprint clearance.
8. Must satisfactorily pass an annual physical examination per Howonquet Head Start Regulations.
9. Must submit to and pass a pre-employment drug and alcohol screen
10. 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 machines).

**Additional Work Conditions:**

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

In compliance with TDN laws and policies, all employees must be in good standing with TDN and its entities. Past employment will also be taken into consideration. Tolowa Dee-ni' Nation is an at will employer.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_