



NOTICE OF EMPLOYMENT OPPORTUNITY

Position Title: Parents as Teachers Group Facilitator

Classification: Non-Exempt

***This position is funded by Good Health and Wellness in Indian Country from RMTLC. Continuance of this position will depend on continuance of the grant to the LST.**

I. General Description of Work

The Parents as Teachers (PAT) Group Facilitator is responsible for working with participating families and building positive relationships with them to support their parenting roles.

The PAT Group Facilitator is responsible for supporting families toward the fulfillment of their child's potential for intellectual, social, emotional, physiological growth, and maturation and assisting designated program staff.

A. Program Management & Responsibilities

Duties of this position include but are not limited to:

- Planning:
 - Assisting with selecting, developing and preparing appropriate instructional material for families.
 - Cooperating with other members of the Little Shell staff for the care of families and in planning and use of instructional materials and in the performance of their duties.
- Providing for his/her own professional growth through an ongoing program of reading, workshops, seminars, and conferences.
- Programming Under the Guidance of Designated Staff Members:
 - Assisting with planning meetings with parents and families, attending socialization groups, coordination of periodic medical screenings and appointments and with other Program activities.
 - Conducting parent interviews and family needs assessments.
 - Conducting developmental screening and assessments.
 - Providing families with developmentally appropriate activities and information designed to enhance the child's intellectual, social-emotional, motor, and language abilities.
 - Recruiting and enrolling eligible families to the program.
 - Providing program parents with guidance on home safety, nutrition, effective discipline, constructive play activities, and other related topics.
 - Providing information on community and agency services and referring families to community resources to include medical and mental health providers, social services and organizations for other services as needed.
 - Providing parents with information regarding childhood immunizations.
 - Assisting with coordinating doctor, dental visit and other community needs identified by the families, including assistance with locating transportation of family member when necessary.
- Communicating:

- Providing designated staff with information regarding meetings with parents and families, screening and results, community services and referrals, resources and family needs.
- Working with support services team members, staff, health and/or social services in the performance of their duties.
- Participating in the recruitment, screenings and staffing of children.
- Public Relations:
 - Making provision for being available to families for education-related purposes outside the instructional day when required or requested.
 - Attending and participating in meetings.
 - Working to establish and maintain open lines of communication with families concerning the intellectual, social, emotional, physiological and maturational growth of the child.
 - Establishing and maintaining cooperative relations with other employees and service agencies.
 - Reporting and Clerical Duties:
 - Maintaining and promptly submitting accurate, complete, and correct records as required by federal/state guidelines, department policy and administrative regulations.
 - Assisting with maintaining an inventory of parent resource materials and coordinating family check-out procedures of resource materials.
 - Completing clerical and accounting tasks necessary for the effective functioning of program activities.
 - Maintaining individual records on children including screenings, assessments, referrals, progress reports, documentation of home visitation activities, etc.
 - Other responsibilities as directed by his/her immediate supervisor.

B. Fiscal Management & Responsibilities

Collaborates with other tribal departments and staff to develop program budgets. Explores opportunities to leverage funds to increase budgetary opportunities.

Adheres to the Tribe’s procurement policy of all purchases and changes to programs.

II. Supervision Received

This position reports directly to the Tribal Health Director. In collaboration with the Tribal Health Director, this position fully manages the functions and operations of this program subject to tribal policies, guidance and direction of the Tribal Council. This position makes a variety of decisions independently and in collaboration with the Tribal Health Director (routine, non-routine, complex and non-complex) on a daily basis.

III. Supervision Exercised

This position functions as a program supervisor providing full program supervision.

IV. Working Relationships

Relationships are typically with community partners, Tribal, State and Federal officials, clients, tribal departments and the general public for the purpose of providing information and assistance, resolving conflicts, solving problems and providing services.

Working Conditions & Location

This position is located in Great Falls, Montana; working with local area families, meeting in public locations and possibly in their homes. This position may require travel time out of the area for training and/or meetings related to this program.

VI .Qualification Requirements

A. Minimum Training and Experience – One year of home visiting/childcare/facilitator experience, CPR certification, ACE and IPV knowledge and training preferred, but not required. Clean background check and clean drug screen. Home visiting training and certification required within 60 days of hire date. Must have a high school diploma or equivalent.

B. Skill - Ability to relate to children and parents, valid Montana Driver's License. Within thirty (30) days of employment, pass an initial health screening that includes screening for tuberculosis to assure that there is no significant risk to the health and safety of others. Must have satisfactorily completed an American Red Cross First Aid and CPR course for infants and toddlers; or sign a condition of employment acknowledging that this is requirement must be met within one (1) year of employment. Strong verbal and written communication skills, including active listening, emotional intelligence, the ability to interact in a non-judgmental manner with culturally diverse populations and persons experiencing a wide range of social conditions, critical thinking and problem-solving skills, the ability to use sound judgment in responding to client issues and concerns, ability to adapt to changing environments and receive constructive feedback.

C. Abilities – Efficient use Microsoft Office and databases to create reports, maintain updated and current program files, proficient operation of a computer and to achieve knowledge of additional computer applications as needed to complete required job duties, adhere to HIPPA and maintain strict standards of confidentiality and compliance with multiple privacy and security rules, work collaboratively with management, co-workers, multiple agencies and organizations, practice good public relations and display sound judgment and decision-making skills within established policies and procedures in stressful situations, coordinate and prioritize multiple tasks, understand and follow oral and/or written policies, procedures, and instructions, demonstrate high attention to detail, possible occasional travel for trainings, establish and maintain effective and professional working relationships with other Tribal departments, employees, federal and state agencies, private agencies and the public, communicate in a professional and effective manner with others, both orally and in writing information, clearly and concisely, read, review, analyze, compile, comprehend information, records, reports and materials, accurately record and log time and activities, remain flexible and meet established timelines and/or deadlines, adapt to changes in the work environment, delays and or unexpected events, manage competing demands by changing approach or methods to best fit the situation, respond appropriately and effectively to an emergency and/or crisis situation, employ and enforce safety practices and procedures, follow established procedures of universal precautions with regard to disease/infection control techniques, observe established lines of authority, identify problems that adversely affect the organization and its functions and offer positive suggestions for improvement, practice interpersonal communication and conflict resolution, work independently and as a team member with minimal supervision, demonstrate a strong work ethic, organize and prioritize tasks and work environment to maximize efficiency, make independent decisions, accept responsibility and be self-motivated, perform other related duties as required or assigned.

C. Minimum Educational Qualifications - High school diploma or General Education Development (GED) equivalent with a minimum five years of applicable experience.

D. Preferred Educational Qualifications - Associate degree or equivalent with up to one year of applicable community experience • Bachelor's degree or higher from an accredited college or university, with no experience. Valid Driver's license with no drug or alcohol related convictions for the last three years. Must be able to travel out of the area for training, meetings, conferences, etc.

E. Client Service Skills – Must possess excellent customer service skills and be able to effectively and efficiently communicate with members and staff.

V. Conditions of Employment

A. Candidates must be able to pass a drug test at the time of hire and throughout employment.

B. Candidates must pass a criminal background check at the time of hire and periodically throughout employment.

C. Candidates must possess a current professional license in the State of Montana.

D. Candidates must possess a current driver's license and meet insurability requirements of the Tribe.

E. Candidates must comply with COVID-19 Executive Order in which employees must be vaccinated OR tested for COVID-19 on a weekly basis, providing results to administration.

VI. Indian Preference

This position is subject to the Tribe's Indian Preference Policy.

VII. How to Apply

Qualified Candidates must submit the following materials to: m.wendland@lstribe.org

A. Resume

B. Cover Letter

C. Salary expectations or history

D. Three professional references

Any questions should be directed to m.wendland@lstribe.org