

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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*****V A C A N C Y A N N O U N C E M E N T*****

TITLE: Family Advocate – 1 or more positions
LOCATION: Early Childhood Services – St. Ignatius
SALARY: \$16.33 - \$18.77 per hour plus benefits, may be employed under contract
CLOSING DATE: Thursday, June 20, 2024 at 5:30 p.m. (MST)

SPECIAL CONDITIONS:

The Family Advocate provides and/or coordinates services and activities with Early Childhood Services families acting as a liaison between families, staff members, community members and service providers; works in a partnership with parents to support positive growth and document family goals and progress; obtains needed information and resources that affect/support families; and engages in community and family activities.

GENERAL DUTIES AND RESPONSIBILITIES:

A. Works with ECS families

1. Develops and maintains a positive, professional relationship with families through participation in a minimum of 3 home visits annually, parent meetings, and special events or community gatherings.
2. Works in partnership with parents and families to support positive growth in a strength-based, family-directed manner.
3. Helps each assigned family complete the Family Partnership Plan Survey.
4. Is responsible for gathering from families the necessary information to complete the appropriate section of the annual Program Information Report (PIR).

B. Works with ECS center staff

1. Participates in assigned centers' Registration Days and in Child Find activities.
2. Assists in administering child developmental screenings using tools such as the Denver Developmental Screening test, Ages and Stages, DIAL4, etc.
3. Participates in assigned centers' Family Orientation Meetings.
4. Participates in each monthly Center Parent Meeting giving a presentation every other month.
5. Is active with children in assigned centers on a weekly basis.
6. Meets bi-weekly with center staff to share information about children/families and intervention strategies being applied.

C. Works as member of ECS Team

1. Greets and introduces self to all visitors and guests in a friendly and positive manner.
2. Communicates Early Childhood Services goals and philosophies to parents, families, and community members.
3. Assists the ERSEA/Childcare Coordinator and Family Engagement Coordinator in implementing strategies to recruit and enroll eligible children and families into the ECS programs.
4. Models for staff, parents, and children a positive and professional attitude by avoiding conversations involving criticism of others and by keeping personal problems out of the workplace and relating activities.
5. Collaborates and interacts effectively with families, parents, service providers, and others maintaining a respectful, sincere, nonjudgmental attitude towards people with varying backgrounds and ethnicity. Sets aside personal values/beliefs, as necessary, to advocate for rights of families and children.

D. Works with the community-at-large

1. Participates in case management meetings within Early Childhood Services programs and with community and Tribal agencies, and acts as the case manager for specific ECS families.
2. Maintains contact with representatives of other agencies and develops partnerships with community services. Exchanges and updates information on resources and services available to facilitate the delivery of services to families.
3. Secures information such as medical, psychological and environmental factors that might affect families; shares this information, resources, and intervention strategies with families.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

1. Bachelor's Degree or Associate's Degree in Human Services, Early Childhood Education, Human Development, or other related field.
2. Two (2) years of experience working with families coordinating services.
3. One (1) year experience performing case management functions. (preferred)
4. Knowledge of community resources and skills to link families with appropriate agencies and staff.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Request position description for a detailed description of job duties and desirable qualifications.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts, certifications, licensures
3. Copy of valid driver's license.
4. If claiming Tribal Preference, Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or personnel@cskt.org

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS

FOR MORE INFORMATION: Contact Carrie Antoine at ECS (406) 675-2700 Ext. #5506