

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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******VACANCY ANNOUNCEMENT******

TITLE: Home Visiting Parent Educator, Outreach & Data Assistant
(Contract Position)

LOCATION: Department of Human Resource Development

SALARY: \$21.40 to \$24.60 per hour

CLOSING DATE: Thursday, March 28, 2024 at 5:30 p.m.

SPECIAL CONDITIONS:

This position (is) a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. A favorable determination resulting from a completed Background Investigation is required prior to being placed in this position. *The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.*

Parent Educator will implement Parents As Teachers (PAT) Model curriculum to parents through individualized home visits, monthly group connections and 4 community forums to enhance their parenting skills. He/she will facilitate parent/child interactive sessions and child development activities. Will also develop and document goals with each family. Input data updates on home visiting outcomes within electronic tracking system and with hard copy files.

DUTIES:

- Parent Educator will deliver the Parents as Teacher Home Visiting Model Curriculum. The curriculum has a specific schedule for the visits, which fosters a positive relationship between the family and the Parent Educator. As each visit is planned and carried out, the Parent Educator can select support materials from the resource and guidance center maintained by the Early Foundations Home Visiting Team. It has specially prepared tools and supplies to support the various sections of the curriculum.
- Each family is individually assessed by the Parent Educator in the first visits to review needs. Based on that assessment, the Parent Educator, in consultation with the Program Manager will decide how many visits per month the family will receive. This number is fluid and might change depending on the needs of the client in the future. Most clients receive 2-4 visits during the first year of their participation.
- Incumbent will follow the PAT guidelines/benchmarks by providing parent education, and screening/assessment of children and family (not limited to) depression, substance abuse, parent-child interaction, child injury and prevention, domestic, and sexual violence, well child visits, developmental stages, economic strain and other areas of need. These screens follow a schedule developed for each topic that also connect to the ages of child/point of enrollment in the program/needs of the client. Many of the screens are conducted annually and some are ongoing reflecting child development points. Records of screens and assessments will be maintained with hard copies and in the electronic tracking system used by the Early Foundations Home Visiting Program.
- Works with Program Manager and Outreach Manager to assure compliance with grant benchmarks, performance measures, and PATs essential requirements. Incumbent must be able to communicate clearly, effectively, and persuasively, orally and in writing.
- Will assist with the development and facilitation of Group Connections once a month in collaboration with the EFHV Program Manager and other Parent Educators. These sessions will include a learning component, cultural concepts, and the chance for clients to build a peer network. The Group Connections will be set up so that entire families, including young children can attend.
- Assist with development and delivery of quarterly Community Forums. These are set up on a yearly calendar, under the direction of the Program Manager and in partnership with other service providers. They help to promote resiliency and a pro-social environment by bringing families and children together for a time of learning, community, and fun.

- Participate in regularly scheduled Reflective Supervision under the Program Manager. These times will be set in advance and are an opportunity for the Parent Educator to review their current caseload, challenges, and ways to best serve their families. Through the process, Parent Educators are also able to expand their skill set, consider their strengths, celebrate their success, and grow professionally in their role. Home Visiting observations are carried out by the Program Manager with all Parent Educators annually. The time for the observation is set in advance with permission from all participants.
- Attend meetings set up by the Program Manager and with the other divisions of DHRD as required. Attend required conference calls, webinars and other venues to gain knowledge and share information. Also, attend training and mandatory grantee meetings where-ever located, as required.
- Incumbent will have a caseload of no more than 8 parents at one time to enable them to have the appropriate time to carry out all duties of their position.
- All Early Foundations Home Visiting Team members assist with client recruitment. This can include sharing information with others in their network, promoting the program at community meetings, and distributing program literature.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Bachelor's degree preferred in business administration, sociology, early childhood education or related field OR Associates degree in business administration, sociology, early childhood education, or related field and two years' work experience providing direct services to individuals, groups, families, or communities regarding issues including: mental health, poverty, unemployment, substance abuse, domestic abuse, rehabilitation, social adjustment, child care, medical care, and child development OR 4 years' work experience providing direct services to individuals, groups, families, or communities regarding issues including: mental health, poverty, unemployment, substance abuse, domestic abuse, rehabilitation, social adjustment, child care, medical care.
- Must be certified in the Parent as Teachers curriculum or may obtain certification within 2 months of hire.
- Must possess prior work with Federal grants, program process implementation and outcomes, data collection as required for evaluation. Knowledge of social service programs, local resources, and Tribal programs.
- Must not have had a conviction of driving under the influence of substance or a per se within the last three (3) years.
- Current Montana State Driver's License and liability insurance.
- Applicant must pass a background investigation, including relevant criminal history, no misdemeanors pending and/or in process. Must have never been convicted of or pled guilty to a crime of domestic violence, child abuse, or elder abuse, sexual offense or crime of violence, (felony). No involvement with any child protective services or adult social service protection agencies as an offender. No alcohol or drug abuse charges or domestic violence charges within the past five (5) years, mandatory.
- Must not have resigned to avoid disciplinary actions or have been dismissed from employment within the past 2 years.

 **Interested applicants may obtain further information by requesting a copy of the full position description.**

SUBMIT:

1. Complete Tribal employment application.
2. Copy of relevant academic transcripts and/or training certificates.
3. Copy of "current" valid Driver's License.
4. If enrolled in a Federally recognized Tribe (**other than CSKT**), please submit proof.
5. If claiming Veteran's preference, submit a copy of the DD214 form.

❖ FAILURE TO SUBMIT THE ABOVE DOCUMENTATION MAY RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS

- ☒ Include Letters of Reference, a Cover Letter or a Resume as a personable supplement to the application packet.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, P.O. Box 278, Pablo MT 59855, Telephone 406-675-2700, Ext. 1040, personnel@cskt.org. **FOR MORE INFORMATION:** Contact Louis Mayuk Caye, MIECHV Program Manager @ 406.675.2700, Ext. 1152.