

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2017-019 **Issue Date:** 04-11-17 **Closing Date:** 05-01-17

Attendance Advocate
YN Head Start
Department of Human Services
Hourly Wage: \$11.98/Regular/Furlough
Location: Wapato, WA

The Attendance Advocate position works to improve the outcome of students through interventions to increase daily attendance. The Attendance Advocate is responsible for attendance and student advocacy based on program, tribal, and federal policies and regulations. Identify students with low attendance, then develop and monitor plans that align with family needs. Provide case management for individual students and their families. The position is responsible for aggregation and reporting of attendance data. The incumbent must also input, maintain, and report to and from a database system. The position will also help direct families and children to services within the community.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Yakama Nation Personnel Policies and Procedures.
- Knowledge of Head Start Performance Standards (45 CFR 1300s) and the Head Start Act.
- Knowledge of the Yakama Nation culture and language.
- Ability to maintain standards of professionalism in dress, appearance, attitude and presentation at all times.
- Abilities in communication skills, attention to detail, and to integrate with other team members.
- Ability to work with all staff and parents in a professional manner.
- Ability to maintain standards of confidentiality and work ethic.
- Ability to read, write, and follow general oral and written instructions.
- Ability to communicate effectively with children and adults.
- Ability to work with personal computer.
- Ability to utilize an electronic database for entry and reporting.
- Ability to operate a telephone, copier, fax, and laminator.
- Ability to collaborate with outside agencies/organizations for services to families.
- Ability to travel to/from centers and family homes.
- Ability to interact effectively with individuals from all types of backgrounds.
- Skills in coordination, negotiation, mediation, communication, and listening.
- Skills in data collection and analysis of data.

GENERAL RECRUITING INDICATORS:

- Minimum of a High School Diploma or equivalent, a family services certificate (or willing to obtain), and four years of experience with a Head Start or social services program with direct interactions with families and children. OR Preferred Associates Degree in related field and one year of experience with Head Start or social services program with direct interactions with families and children.

SPECIAL REQUIREMENTS:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment criminal background check.
- Experience working with young children.
- Yakama enrolled preference.
- Must possess a valid WA State Driver's License with ability to acquire a Tribal Driver's License.
- Must possess a current First Aid-CPR card or obtain one within 6-months of hire.
- Must possess a current Food Handler's Card or obtain one within 6-months of hire.
- Must have Physical Exam and TB Screening or able to obtain one within 6 weeks.
- Preference given to current or former Head Start Parent(s) who meet qualifications.
- Must be able to maintain confidential information.
- Must follow Yakama Nation and YN Head Start Code of Conduct.