

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2019-037 **Issue Date:** 02-08-19 **Closing Date:** 03-01-19

Family & Community Advocate
Head Start
Department of Human Services
Hourly Wage: \$11.98/Regular/Furlough
Location: White Swan

The Family and Community Advocate position works as part of the Social Services team of Yakama Nation Head Start. The position is responsible for the implementation of the Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) service area. The position is responsible for the application intake and determining eligibility based on established guidelines. The position is responsible for the documentation of enrollment, health, and family data. The position is responsible for aggregation and reporting of attendance data. The incumbent must also input, maintain, and report to and from an online database system. The position will also require recruitment activities to maintain enrollment and community engagement. The incumbent will work with families to develop family goals based on need. 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.
- Knowledge of Family Service competencies.
- Ability to maintain standards of professionalism in dress, appearance, attitude and presentation at all times.
- Ability 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 a 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/organization for services to families.
- Ability to travel to/from centers and family homes.
- Ability to manage confidential information.
- Required to follow Yakama Nation Personnel Policy Manual and YN Head Start Code Conduct.

General Recruiting Indicators:

- Minimum of a High School Diploma or equivalent and four years' 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.
- Must have experience working with young children.
- Yakama enrolled preference.
- Must possess a valid WA State Driver's License with ability to acquire a Yakama Nation Tribal Driver's permit.
- Must have a current First Aid/CPR card or ability to obtain within 6 months of hire.
- Must have a current Food Handler's Card or ability to obtain one within 6 months of hire.
- Preference will be given to past/present Head Start parents who meet the qualifications.