



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Family and Community Partnership Coordinator

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Family and Community Partnership Coordinator**
Supervisor: Director of ECE
Location: Chi Cho? O'Tsk' Ati
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: \$23-\$31

POSITION SUMMARY:

Under direction, oversees the Head Start and Child Care parent and family engagement component including training and leadership of the Parent Committee and self-evaluation of the program. Assures that parents/guardians are meaningfully engaged in each component of administration, education, social services, health, disabilities, and volunteer activities. Develops the parent engagement plan and monitors staff and parent activities to ascertain fulfillment of the parent engagement Performance Standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Coordinates efforts with the ECE Admin team to: communicate effectively with all families and community partners; provide diverse opportunities for family and community engagement; recruit potential clients; expand family participation throughout the program and document family services provided in ChildPlus.
- Coordinates Parent Committee meetings, and train and supervise volunteers.
- Ensures all agendas, attendance records, minutes, meeting handouts, action items, and in-kind records are maintained.
- Prepares and disseminates quarterly newsletter to families and community partners with input from families, staff and community partners.
- Assists with outreach efforts to recruit new families, community partners and volunteers.
- Works with team of specialists, front line staff and community partners to provide regular parenting education, coaching and networking opportunities for families in the center that effectively meet family needs and address program priorities.
- Manages logistics of family activities and communication: scheduling, developing outreach materials, communicating with staff, room set up, transportation arrangements, purchasing materials, recruiting volunteers, etc.
- Reviews and understands Head Start Performance Standards.
- Assists program staff in meeting or exceeding the Head Start Performance Standards.
- Assists in the annual Self-Assessment.
- Attends workshops, conferences, and continuing education trainings to gain career-related knowledge and skills.
- Represents and promotes the program at conferences, workshops, community meetings, and special events.
- Updates family and community engagement, volunteer hours and community donations in ChildPlus
- Completes regular reports that identify progress in meeting program goals and service delivery.
- Performs other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Must have or be willing to obtain training in working with families in crisis
- Must be willing to attend out of town training
- Experience in planning, scheduling and coordinating meetings and events
- Excellent verbal and written communication skills including data base and internet use
- Experience working with Native American children and families
- Must pass a criminal background check and drug screen
- Must have or be willing to obtain First Aid/CPR Certification, Food Handler's Permit
- Must maintain confidentiality

WORK ENVIRONMENT:

- Working with Birth to Pre-K aged children, some with disabilities

PHYSICAL DEMANDS:

- Must be able to lift 50 lbs

SUPERVISORY RESPONSIBILITY:

- Supervises Transportation Staff

QUALIFICATIONS:

Minimum Qualifications:

- Must have an AA or bachelor's degree (in health, social services, education or related field)
- Possibility of Education plan for qualified candidate

Preferred Qualifications:

- 3 years of tribal experience in health, human services, education or related field in addition to a degree

GENERAL INFORMATION:

- The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License; please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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