



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque
DISTRICT I Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Erickson

White Earth Reservation Business Committee Job Announcement

Position: Head Start Home Visitor I or II

Location: Various Sites

Pay: \$20.02/22.07 DOQ

Benefits: Full

Open: 06-02-25

Close: Until filled

Status: Full Time

The White Earth Head Start program is seeking qualified candidates to be responsible to guide and coordinate activities in the home and provide socializations for children and families to enhance educational and social attainment of served children primarily from 0 to 3 years of age and their families.

- Enhance the parents understanding of early childhood development to ensure the child's intellectual, physical, emotional, and social needs are being met.
- Create and teach lessons in the home weekly that foster intellectual, emotional, physical, and nutritional components to enhance the caregiver's abilities to teach their children.
- Provide caregivers information about resources and support them with transportation and phone use when needed.
- Plan and coordinate bi-monthly socializations to enhance the social capacity of served children and families.
- Complete paperwork and prepare information in accordance with department guidelines.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills & Abilities:

- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Knowledge of local laws and regulation regarding transportation of students.
- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Talking to convey information effectively to groups or one-on-one with staff, communicating effectively in writing through routine reports, correspondence, and procedure manuals.
- Managing one's own time to meet programmatic deadlines.

Qualifications:

- CDA credential with 0-3 certification or equivalent certification. CDA credential or equivalent and agreement to obtain training or additional certification and/or education (AA or BS) for 0-3 and home visiting in timely manner applicable to certification/degree.
- Valid driver's license.
- Must obtain bus monitoring initial training within (30) days of hire.
- Reliable vehicle and insurance for travel between sites and other business-related destinations.
- Must be able to pass a criminal background check and drug screening.

Send applications to:

White Earth Reservation Business Committee
Attn: Human Resources
P.O. Box 418
White Earth, MN 56591

Download applications at:

www.whiteearth.com

EEO with Native Preference

*A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment
Background Checks performed*