



Ho-Chunk Nation

Job Description



TITLE: Family & Community Partnership Coordinator		JOB CODE: FAMC	
Government - Employee		EEO: 6	PAY GRADE: 11 \$17.03 – 32.39
Non-Exempt	No Flex	FUNDING SOURCE: Grant/NPD	NATIVE AMERICAN PREFERENCE

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

The Family & Community Partnership Coordinator will be responsible for getting to know the Head Start children and their family's needs, and will research options and negotiate services to assist families with their identified needs. They will additionally provide relevant family information to the Center Staff to assist them in their ability to more effectively work with the children.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Must be trustworthy, sincere, and able to serve as a bridge in communications between Head Start multi-cultural families, community resources and the Head Start Center.
 - A. Work Collaboratively with Head Start families to identify needs and to provide access to relevant services and resources and to assist them in successfully meeting those needs.
 - B. Be knowledgeable of community resource agencies.
 - C. Ensure integration of services with all program Coordinators.
 - D. Coordinate and provide training opportunities to meet parent's needs and interests.
 - E. Assist Head Start parents in becoming their child's advocate with schools and other community agencies.
 - F. Order supplies as needed and with the authorization of the supervisor.
2. Must understand and implement all state and federal regulations as well as program policy and procedures.
 - A. Provide detailed on-going monitoring reports to the Head Start Director.
 - B. Conduct Community and Family Resource Surveys, partnership Agreements, and other pertinent paperwork during the required home visits. Ensure that monthly family activities and parent meetings occur at each site.
 - C. Establish on-going collaborative relationships with community organizations.
 - D. Attain community partnership agreements between community resources, tribal resources and the Head Start.
 - E. Have the principle role in the community needs assessment.
 - F. Fill in at the Head Start Centers when needed.
 - G. Maintain filing system appropriate for ongoing review by Supervisor, Licensing agent, and Federal review teams.
 - H. Must attend local parent committee meetings monthly and provide a center report.
 - I. Must maintain regular attendance to avoid center disruption.
3. In conjunction with other Head Start Staff, involve parents in the educational activities of the program to enhance their role as the principle influence on the child's education and development.
4. Attend trainings and meetings as required by Supervisor.
 - A. Travel for meetings and training may be required.
 - B. Participate in monthly Policy Council and Health Services Advisory committee meetings quarterly or as scheduled.
5. Confidentiality is required at all times, and as such, must sign a confidentiality statement.



6. Must participate in continuous recruitment for enrollment.
7. Responsible to participate in the performance of Center maintenance.
 - A. Ensure a clean, sanitary, and orderly condition of the Head Start Center.
 - B. Make repairs as necessary, or provide proper documentation to the Central Office to procure the necessary service.
 - C. Maintain clean and orderly appearance of outside premises, mow lawn, trim weeds, etc.
 - D. Check building fire extinguishers monthly and smoke alarms weekly.
 - E. Maintain and practice a monthly evacuation plan for the Center.
8. Perform other duties as assigned by Supervisor.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Participates in developing policies and strategic plans and implements operating plans.
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	Monitors expenditures
Customer Accountability	Interfaces with regulatory authorities, outside customers and inside customers.
Freedom to Act	Subject to general input and regular review by supervisor.

MINIMUM QUALIFICATIONS

EDUCATION:

1. Must have a Bachelor's Degree in Human Services, Early Childhood Education or a related field with one year of applicable experience.

ESSENTIAL:

1. Must be able to pass all federal and state licensing requirements to include background checks, annual physical, and TB screening.
2. Must possess or be willing to obtain CPR/AED and First Aid training within 90 days of employment and update as needed.
3. Must have a valid driver's license, dependable transportation and proper insurance.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Willingness to fully participate in the Head Start Program.
2. Data entry skills are required.
3. Ability to relate and deal with the needs which typify a multi-cultural environment of children and their families.
4. Must be able to work closely with tribal and community agencies to negotiate effective collaboration of services to children and families.
5. Must be dependable, energetic, possess initiative, be self-motivated and have the ability to maintain strict confidentiality.
6. Must be able to work with a variety of personalities, work cooperatively and effectively with supervisor, Center Staff, community partners and families, and governing bodies; remembering that courtesy, respect and a positive attitude are required at all times, even under conditions that can become stressful due to extensive regulations and deadlines.
7. Must be appropriate role model to children, families and staff.
8. Must possess an impeccable attendance record in previous positions.



WORK PLACE RESPONSIBILITY

1. Maintains a compliant, safe and healthy work place environment.

WORKING CONDITIONS

1. The duties of this position are primarily performed in an office setting.
2. The physical demands of this position are referenced on the Physical Demands Worksheet.

