



## Human Resources Department Pueblo Of Santo Domingo

### **JOB ANNOUNCEMENT**

**POSITION TITLE:** Family Advocate

**SALARY RANGE:** \$10.00-12.00/hr.

**DEPARTMENT:** ECLC

**POSITION STATUS:** Fulltime

**SUPERVISOR:** Genevieve Jaramillo-Padilla

**JOB POSTING ID:** ECLC-0014

#### ***Open until filled***

*Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.*

#### **BASIC PURPOSE:**

Identify health and social service needs of assigned families and children; plan and implement program activities to meet those needs. Plan and implement parent activities including parent education, parent group, and parent participation in all aspects of the program. Conduct outreach and recruitment activities and implement enrollment procedures for Head Start/Early Head Start. Make regular and frequent home visits: Prepare and maintain detailed child and family records, and maintain confidentiality of all information acquired. This position is under the supervision of the Family Services Coordinator.

#### **ESSENTIAL FUNCTIONS:**

- Expedite completion of pre-enrollment packets by assisting the Family Service Coordinator to obtain the necessary documentation required by Performance Standards for enrollment completion.
- Update all children's health records as services are provided or acquired. Transport children and families as needed to obtain health and dental services.
- Assist in goal setting for individuals/Families. Work closely with Family Service Coordinator to assist families in crisis.
- Make community contracts disseminate posters and other information regarding enrollment, conduct door to door canvas of neighborhoods; follow up on incomplete applications. Maintain accurate records of applications.
- Involve parents in decision making through the center and Policy Council.
- Assist Family Service Coordinator to maintain the In-Kind for Non-Federal contribution.
- Contract parent and guardians when children have irregular days or miss more than 3 consecutive days.
- Assist Family Service Coordinator to set up volunteer training.
- Perform other duties as assigned.

#### **REQUIRED COMPETENCIES**

- Integrity / Honesty: All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to staff and students. Incumbent must conduct oneself above the appearance of doing something wrong.
- Teamwork: All Santo Domingo Tribe employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.
- Goal and Task Management: Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- Decisiveness: Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.
- Vision: Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.
- Interpersonal Skills (Working with others): Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.

- Effort and Initiative: Incumbent in this position must have the ability to work and take action without specific direction and without being monitored.
- Teaching Others: Incumbents in this position must be able to take responsibility for the development of individuals and groups through appropriate teaching, guidance and coaching techniques.

### **MINIMUM QUALIFICATIONS:**

- High school diploma or GED.
- Willing to obtain an Early Childhood and/or Child Development Degree.
- Experience working with confidential cases, case management, parent education.
- Must have a valid driver's license.
- Must have good writing and communication skills.
- Computer experience in Micro Soft, Excel, and Child Plus Application
- Must work with the community and other available resources.
- Keres speaker preferred.

### **HOW TO APPLY**

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us, subject line: **Family Advocate – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 Attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

**Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:**

- **Santo Domingo Tribe Employment Application (available at [santodomingotribe.org/careers](http://santodomingotribe.org/careers))**
- **Resume**
- **Cover letter**
- **Copies of relevant certifications, including trade skills, CPS, Food Handlers, etc.**