



Red Cliff Band of Lake Superior Chippewa Indians

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Red Cliff Tribal Council

JOB DESCRIPTION

- POSITION:** Early Head Start Home Based Teacher – **2 Positions**
- LOCATION:** Red Cliff Early Childhood Center
- PROGRAM:** Early Head Start
- WAGE:** \$10.00 to \$14.00 Entry Level Wage Scale, Plus Benefits
*Entry level wage scale refers to starting wage for new hires only.
Educational background and years of experience will be considered
in wage determination upon hiring.*

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

SUPERVISOR: Early Head Start Director

JOB SUMMARY: Primary responsibility is to provide weekly home-based services to a maximum of 12 Early Head Start families, which includes infants and toddlers 0 – 3 and pregnant women, using a *Creative Curriculum* home visitor curriculum. Home visits are provided primarily during weekday and daytime hours. Late afternoon home visits may be considered if necessary, with approval from director. Job duties require planning and implementation of home-based option which reflects best practices while incorporating Ojibwe language and culture into curriculum.

DUTIES AND RESPONSIBILITIES:

1. Must satisfactorily complete *New Home Base Teacher Training* checklist during first 75 days of employment.
2. Conduct minimum of 1½ hour weekly home visits for each Early Head Start home-based family as well as each prenatal mom as stated in Federal Performance Standards, with minimum requirement of 46 home visits per family per program year.
3. Plan and implement home-based activities which are age appropriate and that enhance infant and toddlers' social/emotional, physical, cognitive development and child development, parenting information for pregnant women.
4. All EHS Home Based teachers will collaborate together to provide up to 22 group socializations per year for Early Head Start children and their parents to allow for age-appropriate peer group interaction with parent involvement. This could include play groups, group meetings, parent-child interactions which are held during the day or early evening.
5. Responsible for working with each family to develop a Family Partnership Agreement in accordance with Head Start Federal Performance Standards.
6. Must attend two annually Coordinated Service Team meetings scheduled for your 12 families

7. Responsible for recordkeeping on Child Plus, Teaching Strategies' Gold, and maintenance of weekly *Creative Curriculum* home-based files, and documenting resource or referral for delivery of other services as needed.
8. Mandatory depression screen training to screen prenatal and postpartum mothers will be provided through a collaborative agreement with the Red Cliff Community Health Center.
9. Mandatory first aid and CPR certification training within six (6) months from date of employment. Program will cover costs.
10. Will provide EHS director with program statistics annually for the Head Start Program Information Report (PIR).
11. Work with tribal, community, and county service providers in order to provide necessary services to the EHS home based child, their parents and any pregnant women enrolled in the program.
12. Documentation of all home visits and contacts with families as well as other required program information.
13. Develop and maintain a professional relationship with families enrolled in Early Head Start as well as must maintain confidentiality of all child/family information and records.
14. Collaborate with other home based staff, parents, and community resources to incorporate Ojibwe language and culture into home-based activities and curriculum.
15. Reinforce positive self-image, pride, and cultural identity with both the parents and the infants/toddlers during all activities.
16. Must attend and participate in home base staff meetings, all staff meetings and ECC Policy Council meetings if requested as well as participate in job related training as required.
17. Any program equipment, cameras, IPADS, or any other supplies purchased or obtained by the EHS program must remain within the EHS Home Based offices, and cannot be used outside of the Early Childhood Center unless you have *prior express permission* by the EHS Director to use outside of the center. Violations of this policy can result in disciplinary action.
18. Adhere to all EHS/ECC policies and procedures and ensure that Head Start Federal Performance Standards are being met.
19. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or as deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE: Knowledge of Ojibwe language and culture preferred. Knowledge of the uniqueness of the Red Cliff Community preferred.

QUALIFICATIONS:

EDUCATIONAL QUALIFICATIONS

Required:

1. High school diploma, HSED or GED required
2. Can have a minimum of a home-based Child Development Associate (CDA) credential if you do not have equivalent coursework as part of an associate's or bachelor's degree

Preferred:

1. Associate Degree in Early Childhood Education or related degree or:
2. Applicants can be considered if **currently** enrolled in an associates' degree early childhood program and meets minimum education requirements or
3. Applicant has any early childhood education coursework from previously and **is willing to enroll** in associates' degree early childhood within probationary period.

Highly desirable (but not required):

1. Bachelors' degree in Early Childhood Education

OTHER QUALIFICATIONS:

1. Minimum of one year prior experience in home visitation services, counseling/guidance, or family service/human service field.
2. Demonstrate competency to plan and implement home-based learning experiences that ensure effective implementation of the home visiting curriculum and promote children's progress across the standards described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five, including for children with disabilities and dual language learners, as appropriate, and to build respectful, culturally responsive, and trusting relationships with families.
3. Excellent oral and written communication skills and knowledge of local community resources.
4. Cultural sensitivity to Ojibwe culture, Native American beliefs, values, community mores.
5. Must be able to work some nights if needed for ECC Family nights or home based socializations or late afternoon home visits if requested.
6. Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

PERSONAL CONTACTS: Students and their family members, ECC staff, Community Members.

SPECIAL REQUIREMENTS: Also required are: five year health exam, initial TB test and annual TB questionnaire, immunizations including Hepatitis B (or sign waiver), mumps vaccine (or waiver or proof of immunization) and required trainings such as confidentiality, CPR, Shaken Baby Syndrome, Sudden Infant Death (SIDS), etc.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as long as the staff disability does not create an undue risk of injury to any enrolled children in the home based option.

Must be physically able to work with young children and must be able to regularly lift and/or move up to **forty pounds**; occasional lifting of fifty pounds is required. Required to stand, walk, climb or balance, stoop, kneel, crouch or crawl when working with small children and parents in the home. Required to use hands to finger, handle or feel objects, keyboards, tools or controls, reach with hands and arms, speak and hear, and ability to operate keyboard (computer).

WORK ENVIRONMENT: Red Cliff Early Childhood Center facility. Student homes for home visits. All Tribal buildings are smoke free.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and

ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Image or Name of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all applicants will be considered.

This job description is subject to change at employer's discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed tribal application, to include work history and references; available on the Tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: January 2, 2018
DEADLINE: Open Until Filled

FOR FURTHER INFORMATION CONTACT:

Red Cliff Band of Lake Superior Chippewas
Human Resources Department
88455 Pike Road
Bayfield, WI 54814
www.redcliff-nsn.gov
ashley.poch@redcliff-nsn.gov
diane.cooley@redcliff-nsn.gov

(715) 779-3700, Ext. 4268 or 4267

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

All Early Childhood Center employees must submit mandatory criminal background check information to Human Resources Department with application. Per WI Department of Children & Families (DCF) Bureau of Early Care Regulation (BECR) Memo 2014-03, all licensed child care center employees must complete a one-time fingerprint-based background check on all employees effective December 31, 2015. Every year thereafter, a name-based background check through the Department of Justice (DOJ) must be conducted annually or following any conviction occurring after commencement of employment.

The Red Cliff Early Head Start has a Drug Free/Smoke Free environmental policy and follows the intent of the Drug Free Work Place Act.

Tribal preference will be applied in case of equally qualified applicants, but all qualified applicants will be considered.

(45) CFR Part 1302.90 (b)(6) A program must consider current and former program parents for employment vacancies for which such parents apply and are qualified.

EMPLOYEE BENEFITS PACKAGE

THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 11 paid holidays.