



- 13) Assist parents in their own effort to improve and promote a positive quality family lifestyle existence on an as needed basis.
- 14) Plan, arrange, and facilitate all Parent Committee meetings, Policy Council meetings and activities (ex. Prepare Meals/Snacks & Childcare)
- 15) Send daily and weekly flyers home informing parents on any upcoming events, activities, and any information in regard to positive parenting and family engagement.
- 16) Responsible for making and keeping children's files up to date in area assigned.
- 17) Participate in an annual performance evaluation of duties in accordance with Fort Belknap Personnel Policies and Procedures Manual.
- 18) Assists Family Service Manager in determining eligibility for Head Start Children using Enrollment and Recruitment requirements and guidelines (ERSEA).
- 19) Employee must and will perform many different duties as assigned by the Immediate Supervisor, Management and or Head Start Director for example;
  - a. Assist teacher in the classroom and be a playground monitor
  - b. Secretarial/Receptionist duties
  - c. Bus Monitor
  - d. Custodial work
  - e. Transport parents to medical and other appointments when needed
  - f. Assist in the Childcare/Wrap around room
  - g. Transport supplies to outer service areas
  - h. Travel to get supplies for parent activities/socializations and also staff activities
  - i. Assist Home Base Programs with their activities/socializations on an as needed basis
  - j. Perform Managerial/Administrative type duties on an as needed basis.
  - k. Assist other Head Start Managers in their specific fields when needed.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Posses the ability to work as a team player within a complex organizational structure. Have the ability to work flexible hours when necessary. Employee must be able to work independently with a minimum amount of supervision. Employee must be able to implement, follow through, and complete specific tasks, assignments, and projects in a timely manner including any follow-ups. Adhere to and practice good on the job professionalism at all times when at the work site. Practice positive client/worker relationship and have good public relation skills. Employee must also possess adequate public speaking abilities. Abide by all program policies, procedures, and guidelines.

**QUALIFICATIONS:**

- 1) High School Diploma/Hi Set required. B.S. degree in Human Services.
- 2) Two years administrative experience and training. Prior experience in the field of Human Services is preferred.
- 3) Obtain a First Aid and C.P.R. card
- 4) Physical exam submitted with application and TB test
- 5) Must be able to lift objects in excess of 50 lbs or more.
- 6) Must possess adequate computer literacy skills.
- 7) Must possess adequate case filing skills.

**SPECIAL CONDITIONS:** To perform this job successfully, the employee must be able to perform each essential duty and task satisfactorily. All requirements listed above are representative of the knowledge, skills, and or ability that are mandatory of such a position. Reasonable accommodations may be made to enable individuals with Health/Disabilities to perform the essential functions.

- 1) **Maintain CONFIDENTIALITY at all times except when directed to do so and/or requested by law.**
- 2) Will be subject to and must comply with the Fort Belknap Community Council Substance Abuse Prevention, Drug/Alcohol Free and Alcohol Testing Policy.
- 3) Submit to a thorough background check. Includes criminal and work history.
- 4) **Must never been convicted of a felony or misdemeanor within one (1) year of applying for position.**
- 5) Provide three letters of reference. References will be contacted.
- 6) Ability to work cooperatively with others.
- 7) Possess a valid State of Montana Driver's license.

**IMMIGRATION AND REFORM ACT:**

Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

I have read the job description, requirements, and qualifications listed above and agree to comply with all duties and responsibilities that are required. I understand Fort Belknap Head Start reserves the right to revise this job description as the need arises.

\_\_\_\_\_  
Employee Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Director Signature:

\_\_\_\_\_  
Date: