

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

A good mind. A good heart. A strong fire.

Phone: (920) 496-7900
Fax: (920) 496-7490

APPLY ONLINE AT:
<http://oneida-nsn.gov>

POSITION TITLE: Early Head Start Home Visitor
POSITION NUMBER: 02319
DEPARTMENT: Early Head Start -Social Services
LOCATION: 1250B Packerland Drive Green Bay WI
DIVISION: Governmental Services
RESPONSIBLE TO: Early Head Start Manager
SALARY: NE06 \$15.41/Hr. (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: November 16, 2018
CLOSING DATE: Until Filled
Transfer Deadline: November 27, 2018
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Accomplish the Early Head Start Department objectives by developing plans for families and children which identify goals, needs, strengths, and weaknesses, and provide support services as required. Implement the Parents as Teachers Foundational Curriculum. This position will work a flexible schedule to meet the needs of the families and children. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Conduct required ninety (90) minute weekly home visits for each Early Head Start home-based family as stated in the Federal Performance Standards.
2. Home Visitors must provide two monthly group socializations each month, including but not limited to, coordinating and facilitating play groups, group meetings, workshops, family activities/meetings.
3. Implement a collaborative partnership with parents to establish a continuous flow of information regarding the child and the program.
4. Implement the Parents as Teachers foundational curriculum.
5. Work with Tribal, community, and county service providers in order to provide necessary services to the Early Head Start child, their parents and any pregnant women enrolled in the program.
6. Participate in transitions for children leaving the Early Head Start program for a preschool program or Head Start.
7. Collaborate with other home-based staff, parents, and Cultural Heritage Program to incorporate the Oneida Language and Culture.
8. Work with families to identify and achieve documented goals, complete annual family assessments, and provide support services.
9. Develop knowledge and awareness of the signs of depression, trauma, homelessness, family violence, and/or mental illness.
10. Build extensive knowledge of social service and community resources for families and match community and program resources to family interests and needs and connect families with specialized resources.
11. Follow up on the effectiveness of family referrals to community resources.
12. Develop a basic knowledge of health, mental health, infant and toddler child development, and disabilities.
13. Ensure that pertinent knowledge about families is appropriately shared with colleagues and professionals in a way that assures confidentiality and increases service coordination.

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DUTIES AND RESPONSIBILITIES: (Cont.)

14. Schedule and facilitate Parent Meeting and assist with family activities.
15. Performs effective recordkeeping and internal reporting tasks to track individual family progress and program progress.
16. Maintain professional and technical knowledge by; attending seminars, educational workshops, classes and conferences; reviewing professional publications, establishing networks, participating in professional societies, conferring with representatives of contracting agencies, and related organizations.
17. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
18. 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 deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk and stand; sit; reach with hands and arms.
2. Occasionally stoop, kneel, crouch, crawl lift and/or move up to forty-five (45) pounds.
3. Work is generally performed in a home setting with a moderate noise level.
4. Must be able to work a flexible schedule to include nights and Saturdays.
5. A Tuberculosis (TB) Screening and/or TB Skin Test are required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of Infant and Toddler Child Development, Human Development and Family Systems.
2. Knowledge of Oneida beliefs, practices and family dynamics.
3. Knowledge of business English, proper spelling, grammar, punctuation, and basic math.
4. Knowledge of the Oneida community, history, and culture.
5. Knowledge of Head Start Performance Standards and the Head Start Act.
6. Skill in problem solving, human relations, time management, exercise independent judgment and meet strict timelines.
7. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
8. Ability to engage in mutually respectful goal-oriented partnerships with families to promote parent-child relationships and family well-being.
9. Ability to refer and support families in using community resources that enhance family well-being.
10. Ability to act as a member of a team and work cooperatively with other staff (mental health, teaching, health, disabilities, etc.).
11. Ability to make ethical decisions that maintain professional boundaries and family confidentiality.
12. Ability to work effectively with infants, toddlers, and their families.
13. Ability to teach and educate parents using appropriate adult learning principles.
14. Ability to exercise independent judgment and meet strict time lines.
15. Ability and knowledge to interpret applicable federal, state, county and local laws, regulations, and requirements.
16. Ability to write clear and concise reports and letters.
17. Ability to communicate efficiently and effectively both verbally and in writing.
18. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
19. Parents as Teachers Foundational Curriculum willingness and ability to obtain training within ninety (90) days of employment.
20. Oneida Certification on reporting Child Abuse and Neglect within ninety (90) days of employment.
21. Ability and wiliness to obtain First Aid and CPR certification within six (6) months of date of employment.
22. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
23. Must be willing and able to obtain additional education and training (this may be out of state required training).
24. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
25. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.

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STANDARD QUALIFICATIONS: (Cont.)

26. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. A Bachelor's Degree in Early Childhood Education.
2. One (1) year of experience in Early Head Start, Family Support or Home Visiting Services.
3. Knowledge of the Oneida community, history, and culture.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. A Child Development Associate (CDA) credential or an Associate Degree in Early Childhood Education; an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**