

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



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

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

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

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

JOB DESCRIPTION

POSITION TITLE: Head Start/Early Head Start Director
POSITION NUMBER: 02389
DEPARTMENT: Social Services
LOCATION: 2801 W Mason St Green Bay WI
DIVISION: Governmental Services
RESPONSIBLE TO: Area Manager-Social Services
SALARY: E05 \$45,961/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: August 24, 2017
CLOSING DATE: Until Filled
Transfer Deadline: August 31, 2017
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

Manage all Head Start/Early Head Start performance standards, Section 1304.52 and 1301.31 (Head Start staffing and management requirements). Head Start/Early Head Start Program objectives by planning, organizing and directing all activities required to operate and maintain departmental activities and services, in accordance with the latest Head Start Act. Ensure the Head Start/Early Head Start programs are maintained and remain in compliance with the Federal Head Start and Tribal Standards. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Develop and implement plans, goals, and objectives to ensure compliance to contractual obligations and requirements, in accordance with the latest Head Start Act. This may include, but is not limited to, the following:
 - a. Establish, implement and communicate goals, objectives, policies and procedures according to Head Start/Early Head Start federal requirements and tribal law and any other requirements of the Nation.
 - b. Coordinate and collaborate on disability services for Head Start/Early Head Start children based on need. Negotiate contracts for use of professional personnel.
 - c. Promote a nurturing environment which encourages the emotional, intellectual, physical, and social growth of young children.
 - d. Support and collaborate interdepartmentally on activities that impact Head Start children and families, such as Child Find days.
 - e. Oversee "Memorandums of Agreements" with other departments, as well as other governmental agencies.
2. Provide overall direction to the department's effectiveness by identifying short-term and long-range issues and goals that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of actions; implementing directives. This may include the following:
 - a. Lead staff effectiveness by counseling, training and recommending disciplinary corrective action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
 - b. Host regular intradepartmental staff meetings to ensure communication between personnel and program-related activities and works to ensure win-win outcomes
 - c. Sustain a current and effective health service program including mental health, nursing, dietary care, occupational and speech therapy through the Head Start Health Advisory Committee.
 - d. Keep leadership and other departments informed of status of department activities by attending meetings and submitting reports.

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DUTIES AND RESPONSIBILITIES: (Cont.)

- e. Develop a technical assistance training program for Head Start training needs.
 - f. Ensure Head Start curriculum incorporates the Oneida language and culture.
 - g. Cultivate relationships with tribal, county, state, federal, and private agencies and boards to ensure quality services for the Nation
3. Meet financial objectives by preparing and administering annual budget; presenting and justifying budget recommendations to appropriate personnel. This may include the following:
 - a. Secure additional funding and grant monies for continuation and expansion of program services.
 4. Practice outstanding communication with regard to government to government interactions, particularly following federal and Tribal government procedures regarding the Head Start Act.
 5. Maintain professional and technical knowledge by conducting research, attending management specific seminars/workshops and conferences.
 6. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
 7. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
 8. 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 sit and walk; reach with hands and arms.
2. Occasionally stand, stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting with a moderate noise level.
4. Ability to work extended hours and various work schedules.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of corporate and/or governmental management, system analysis, and operations.
2. Knowledge of Federal Head Start financial and tribal standards including Grant Application Budget Instrument (GABI).
3. Knowledge of state requirements working with infants/toddlers.
4. Knowledge and ability to efficiently and effectively develop manage and monitor grant funds, as well as, program budgets.
5. Knowledge of the specific requirements of an Early Head Start program, both home-based and center based.
6. Knowledge of the specific requirements staff are required to possess in working with the birth-2 age group.
7. Knowledge in human resources management policies and procedures.
8. Knowledge of statistical compilation and analyses.
9. Knowledge of the Oneida community, history, and culture, etc. and with sensitivity to community issues and concerns.
10. Skill in problem solving, human relations, and time management.
11. Skill in working with children ages birth to 4; and knowledge of working with pregnant mothers.
12. Skills and abilities in a management capacity relevant to human services program management.
13. Ability to exercise initiative and independent judgment.
14. Ability to demonstrate a high level of sensitivity to community issues and concerns.
15. Ability to communicate efficiently and effectively both verbally and in writing.
16. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
17. Ability and willingness to be CPR and First Aide certified within three (3) months.
18. Ability and willingness to obtain Oneida Certification on Reporting Child Abuse and Neglect within 90 days of employment.
19. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
20. Must be willing and able to obtain additional education and training.
21. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
22. 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.)

23. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin 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 Drivers 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. Five (5) years' experience working with all facets of Head Start (ex. Staff required under 1304.52 Human Resource Management).
2. Two (2) years of working with the Policy Council and supervising a diverse staff.

MINIMUM QUALIFICATIONS:

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

1. Bachelor's Degree in a Human Services, Early Childhood Education, Education, Business or closely related field is required; plus two (2) years of experience in Head Start/Early Head Start to include one (1) year of supervision, leading to management. A 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.**