



WHITE EARTH RESERVATION

CHAIR Terrence “Terry” Tibbetts **SECRETARY-TREASURER** Leonard Alan Roy
DISTRICT I Raymond Auginaush, Sr. **DISTRICT II** Kathy Goodwin **DISTRICT III** Eugene “Umsy” Tibbetts

Job Announcement

Position: Parent, Family and Community Engagement (PFCE) Coordinator

Location: White Earth

Pay: \$23.30/hr.

Benefits: Full

Open: 12-03-18

Close: 12-14-18

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for the coordination of PFCE service areas to ensure compliance with the federal Office of Head Start Performance Standards, Tribal and State Regulations pertaining to the Parent, Family, & Community Engagement Service Plan including coordinating parent, family, volunteer participation; training for Head Start parents and caregivers; and collaboration with schools, LEA's, and other community partners for Head Start and Early Head Start.

Position outcomes:

- Maintain all Policy Council/Parent Committee/In-kind records to assure all relevant issues are presented and meeting records fulfill requirements.
- Organize and facilitate the Policy Council meetings and Parent Committee meetings to promote efficiency of administrative detail.
- Organize training opportunities for the Policy Council and Parent Committees and teach parenting classes with implementing parenting curriculum that is culturally sensitive.
- Collaborate with elementary officials, Head Start staff, child care providers, and other early childhood entities to coordinate the transition process.
- Maintain and revise the PFCE Service Plan to ensure compliance with Federal, Tribal, and State regulations.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Reservation Business Committee and the Education department.
- Knowledge of demographics, culture, customs, lifestyles and geography of the White Earth Reservation.
- **Education and Training** – Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- **Customer and Personal Service** – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Coordination** – Adjusting actions in relation to others' actions.
- **Communication**– Talking to convey information effectively to groups or one-on-one with staff, communicating effectively in writing through routine reports, correspondence, and procedure manuals.
- **Time Management** – Managing one's own time to meet programmatic deadlines.

Qualifications:

- Bachelor's degree in Early Childhood Education, Human Services or other related field. Previous work with children and families preferred.
- Must have a valid MN Driver's License and proof of insurance for travel between sites.
- Must pass a criminal background check and drug screening.

Mail Applications to:
White Earth Tribal Council
Attention: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference.

A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.