



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
slthr@spiritlakenation.com

Job Title:

**Early Childhood Tracking Home-based
Education Provider**

Open Date:

May 29, 2018

Major Duties & Responsibilities

- Participate and assist ECT team in individual Family Service plan process, screening clinics, and development plan for early intervention services with parents, providers, and reviews and revises plan that will correspond with child's rate of growth and development.
- Assists with the coordination of the North Dakota Tracking System, identifying and securing services for families in need, when not available in the local area.
- Confers with parents, schools, hospitals, and other agencies, ensures that the nature of disability is documented as well as risk factors.
- Schedules and conducts home visits/Head Start classroom services on a weekly basis, those parents with children in need of early intervention services.
- Reports all findings to ensure appropriate services are implemented to the children in need of home-based education services.
- Will assist team with Brigances and Ages & Stages Questionnaires.
- Responsible for entering data on children using the Lifestream Data EHR-Electronic Health Records Database.
- Other duties as assigned by Supervisor or Program Director

Qualifications, Experience and education required:

- Must have a minimum of a two-year degree in Early Childhood or related area. CDA with four years of experience.
- Must maintain updated CPR/AED certification.
- Must be willing to complete training as required under the Health Tracks/Early Childhood Tracking Program to maintain best practices for current health and education trends.
- Must have valid North Dakota license with proof of insurance.
- Must be willing and interested in working with children and their parents/caregivers.
- Must be able to communicate with all staff, patients, and families with excellent written and verbal skills.
- Must have good organizational and time management skills.
- Must be willing to travel overnight or for longer periods should it be required for the position.

Job Role:

**Company
Industry:**

Spirit Lake Tribe

Exempt/Non-exempt		Closing Date:	June 12, 2018
Employment Status:	Full- time	Supervision	Education Coordinator
Monthly Salary Range:		Manages Others:	
Number of Vacancies:	1 full time	Classification: Exempt/Non-exempt	
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	slthr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	701-766-1272
Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		